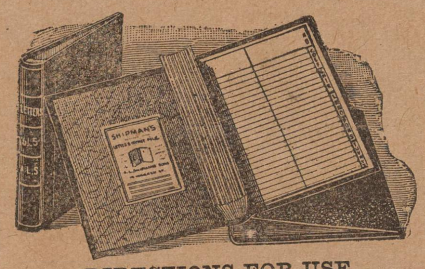
SHIPMAN'S

IMPROVED ADHESIVE

Letter and Invoice File



DIRECTIONS FOR USE.

Commence to file at the back of the book.

Moisten well the prepared surface of the leaves.

Insert the sheet and close the File, and in a minute or two it will firmly adhere.

When these directions are followed, every file is guaranteed to answer the purpose for which it is intended.

ASA L. SHIPMAN'S SONS,

14 Warren Street, New York.

Wayland, May 8th 1903

Messrs The Sinclair Co.
Worcester

48

Dear Sirs:

Replying to your inquiries of May 2d - as we used only ordinary gas-burners with shades or globes we are unable to make comparison with any other arrangement.

We made no special study of the economy of Acetylene gas but the impression was that it was an expensive light. As soon as electric lighting was introduced into the town we made the change & the entire cost of our building, Our Acetylene gas Machine is therefor for sale. Can you find a customer for it?

Yours very truly

Arthur F. Barnett
Chairman Trustees
Wayland Free Public Library

Wayland, May 8th 1903

Messrs. Sheldon Co.
Worcester

Dear Sirs:

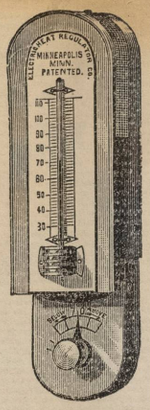
Replying to your inquiries of May 4th - as we need only ordinary gas-burners with shades or globes we are unable to make comparison with any other arrangement.

We made no special study of the economy of Acetylene gas but the impression was that it was an expensive light.

As soon as electric lighting was introduced into the town we made the change to electricity in our building. Our Acetylene gas machine is therefore for sale. Can you find a customer for it?

Yours very truly

Arthur S. Bennett
Chairman of Trustees
Wayland Free Public Library



THE SINCLAIR CO.,

(SUCCESSORS TO SINCLAIR & DUQUET)

HEATING AND PIPING CONTRACTORS,

KERN AND WELSBACH BURNERS AND MANTLES,

ACETYLENE LIGHTING.

28 PEARL ST.

WORCESTER, MASS.

May 4, 1903.

Granville Public Library,

Wayland, Mass.

Gentlemen:-

We understand that you use Acetylene for lighting in your Library building, and as we are about to install an Acetylene plant for lighting a Library building in this vicinity, we wish to ask if you will be kind enough to tell us what arrangement of the lights you have found to give the best service?

Do you use open flame burners with overhead reflectors, or ordinary gas globes?

Any information you find it convenient to send us from your experience, as to the economy, efficiency, and satisfaction with Acetylene, will be greatly appreciated.

We enclose stamped envelope, and thanking you in advance for reply beg to remain

Yours truly,

The Sinclair Co.

by F. C. Duke.

477

The New York Public Library
Astor Lenox and Tilden Foundations

L

OFFICE OF THE DIRECTOR,
ASTOR LIBRARY BUILDING, 40 LAFAYETTE PLACE.

New York, July 27 1903

The Librarian, Free Public Library,
Wayland, Mass.

Dear Sir:-

In order that the New York Public Library may keep abreast of the growth of the library movement it is necessary that it should contain as complete files of the annual reports and other publications of the various libraries of the country as possible. To this end I have the honor to request your assistance with regard to your own reports, of which we have received nothing. I should be pleased to add to our collection whatever may now be available of the reports of your library, also bulletins, reading lists, catalogues or other printed matter which you may issue.

If you have a regular mailing list of institutions to which your reports are sent, may the name of the Library be placed on this list? If you have no such list will you kindly inform me at what time of year your report is printed, so that we may write for it each year at such time. The annual report of the Director is issued each year, in October. In case you wish to receive it in exchange for your publications I shall be pleased to put your institution on our list.

Very respectfully,

J. S. Billings

Director.

Publisher of Stark's Guide to Bermuda and West Indies. Fully Illustrated with Photo-prints and Maps. Price, $1.50 each.

BERMUDA, BRITISH GUIANA, BAHAMAS, JAMAICA, TRINIDAD, BARBADOS AND CARRIBEE ISLANDS.

Also,
STARK'S ANTIQUE VIEWS OF BOSTON, Price, $5.00

JAMES H. STARK,

PUBLISHER,

~~275 Washington Street,~~

31 Milk Street,

Boston, Oct. 15, 1903. 189

Margaret E. Wheeler, Librarian,

Dear Madam:-

By express prepaid I send you on approval six volumes of my Histories and Guides to the West Indies. I take this means of drawing your attention to these works, for I feel sure that on examination you will decide that no library, of the importance of yours, can afford to be without them. As they have been revised and brought up to date they are invaluable as text-books and works of reference.

Should you, after due consideration, decide to purchase the books, kindly at your convenience, send check to the amount of the enclosed bill. If you do not wish for them please return to me at my expense by the same express from which you received them.

The price per volume is $1.50 net but I will make a special price to libraries of $8.00 per set of six volumes.

As to the value and reliability of these works I refer to the list of libraries in this vicinity which have purchased the books, and to the enclosed circular giving the opinions of the press of this country, Great Britain and the West Indies.

Hoping that this matter will meet with your most favorable consideration and approval, believe me

Very truly yours,

James H. Stark

NEW YORK PUBLIC LIBRARY,

ASTOR, LENOX AND TILDEN FOUNDATIONS.

THE NEW YORK PUBLIC LIBRARY desires to obtain, maintain and preserve for the benefit of the Public, as complete a collection as possible of all reports and pamphlets relating to associations of men or women for any purpose, and especially of all those relating to such Associations in the City and State of New York and in the United States. This will include: State and Municipal Documents; and also; Plans of Organization, Charters, Constitutions, By-Laws and Regulations, Lists of Members and Reports, of Corporations, Institutions and Organizations of all kinds, as for example, of—

Art Associations,
Athletic Associations,
Banks, Guarantee Safe Deposit and Trust Companies,
Boards of Trade and Chambers of Commerce,
Building Associations,
Cemeteries and Crematories,
Charitable Organizations and Institutions,
Churches and Religious Associations and Organizations,
Clubs,
Commercial and Manufacturing Associations,

(over.)

Educational Institutions:
Colleges, Libraries, Schools, Universities,
Gas and Electric Lighting Companies,
Genealogical Associations,
Insurance Companies,
Labor Organizations,
Mining Companies,
Municipal Reform Associations,
Mutal Aid Associations,
Professional Associations,
Railroads,
Scientific & Literary Associations,
Secret Socities,
Water Works.

All documents published by or relating to such Associations, including addresses and pamphlets of all kinds, will be gladly received and carefully preserved. Documents printed solely for the information of members of Associations, and marked "Confidential," will be filed and preserved, but not made accessible to the public until the need for secrecy has passed away. It is earnestly requested that the Secretaries of all such Associations will place the address of this Library upon their mailing lists.

By order of the Library Committee,
JOHN S. BILLINGS,
Director.

Address:
New York Public Library,
Astor Library Building,
40 Lafayette Place, New York.

THE MACMILLAN COMPANY
66 FIFTH AVENUE
NEW YORK

Dear Sir:

This copy of Mr. Hepburn's "History of Coinage and Currency in the United States" is presented with the compliments of the National Sound Money League and we beg the favour of a formal acknowledgment, which should be sent to the Secretary, Mr. A. P. Hepburn, care of The Chase National Bank, New York City.

Yours respectfully,

THE MACMILLAN COMPANY.

Annals
OF THE
American Academy
OF
Political and Social Science

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ADDRESS ALL COMMUNICATIONS TO
AMERICAN ACADEMY OF POLITICAL AND SOCIAL SCIENCE
Cable Address, "SOCIAL," Philadelphia. WEST PHILADELPHIA STATION, PHILADELPHIA, PA.

Philadelphia, July 13, 1903.

My dear Miss Heard:-

We are sending you by this mail bound copies of two recent numbers of "THE ANNALS" of the American Academy of Political and Social Science, one devoted to "CURRENT PROBLEMS IN BANKING AND FINANCE" and the other to "CURRENT LABOR PROBLEMS". The series of special volumes which we have recently issued in addition to the above topics includes "COMMERCE AND TRANSPORTATION", "GOVERNMENT OF DEPENDENCIES", "SOCIAL LEGISLATION AND SOCIAL ACTIVITY", "CURRENT POLITICAL PROBLEMS" and "PROBLEMS IN CHARITIES AND CORRECTIONS". These books are indispensable reference works for those who wish to acquaint themselves with the recent movements in these various fields. Another special volume on "THE UNITED STATES AND LATIN AMERICA", containing the proceedings of the seventh annual meeting of the Academy, is now ready for distribution.

The main purpose of the Academy is to develop an interest in the political and social sciences and to place before students and the reading public the best thought on political and social questions. In this work we require the co-operation of the leading libraries.

The Publication Board of the Academy has directed me to request your co-operation to the extent of placing your library upon the list of subscribers to our publications. The only financial obligation involved is the payment of the annual subscribers' fee of five dollars. You will receive each year the six numbers of "THE ANNALS" together with such special supplements as may be issued from time to time.

I beg to remain,

Very truly yours,

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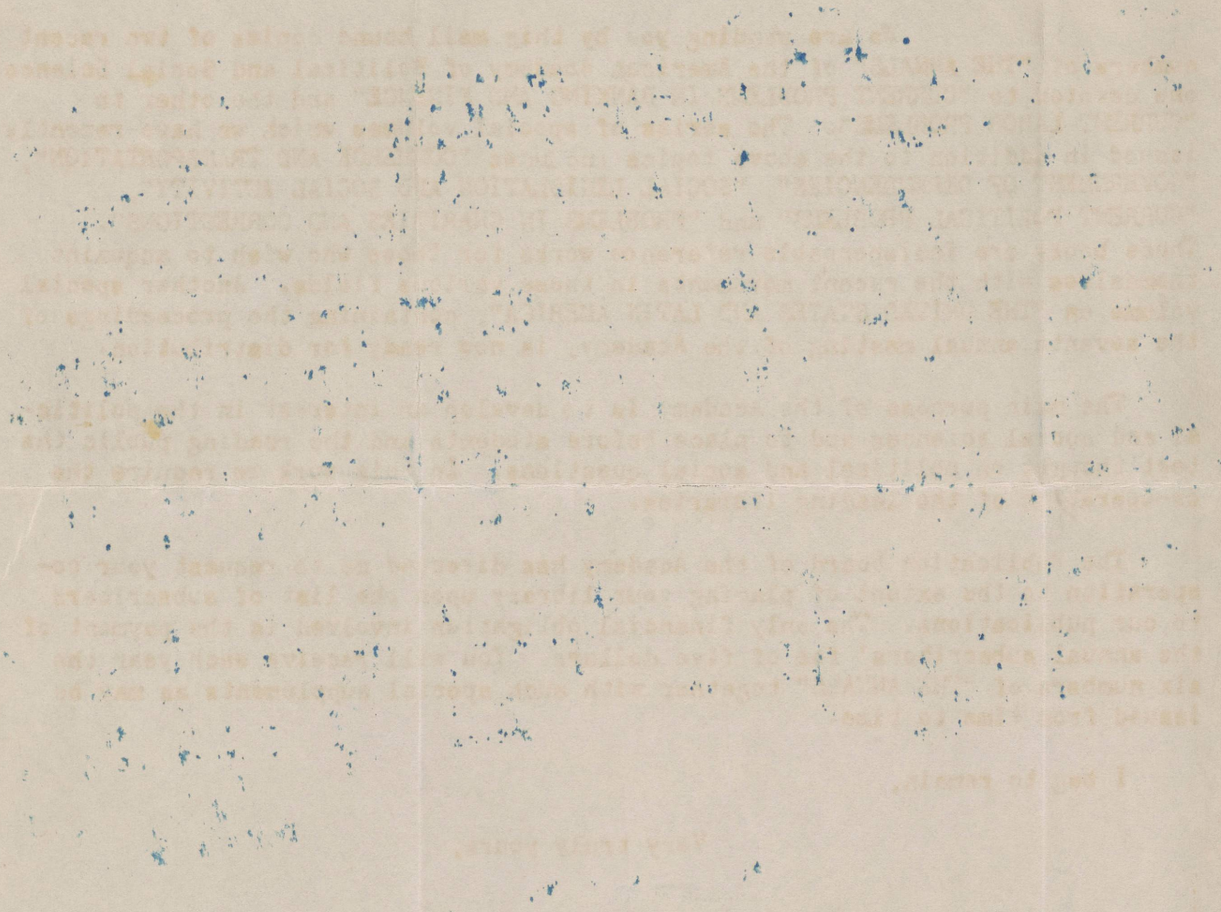
Secretary

Miss Sarah E. Heard, Librarian,
Free Public Library, Wayland, Mass.



Department of Commerce and Labor

BUREAU OF STATISTICS

Washington

JULY 10, 1903.

SIR: By direction of the Secretary of Commerce and Labor I hand you herewith a list of publications issued by the Bureau of Statistics (formerly of the Treasury Department) and the Bureau of Foreign Commerce (formerly of the State Department), both of which are now transferred to the Department of Commerce and Labor, and consolidated as the Bureau of Statistics of that Department. It is found that a limited number of copies of these publications may now be distributed to the public, and it is desired that they be so placed that they shall be made permanently available for reference to those likely to require them in studies of our own commerce and the commerce of the world. Should you find that you can utilize any of them for such permanent reference work, will you kindly check those desired and return the list to me. The fact that in many cases the number of copies available for distribution is small, renders it impossible to give assurance that the entire number checked can be supplied, but such copies as are still available for distribution, on receipt of your reply, will be forwarded to you by mail, free of any charge.

Very respectfully,

O. P. AUSTIN, *Chief of Bureau.*

PUBLICATIONS OF THE BUREAU OF STATISTICS.

[Formerly of the Treasury Department.]

MONTHLY SUMMARY OF COMMERCE AND FINANCE.

Series 1899–1900: January. March. April.
Series 1900–1901: October. December. January. February. March. April. May.
Series 1901–1902: July. August. November. January. February. March. April. May. June.

ANNUAL PUBLICATIONS.

COMMERCE AND NAVIGATION, 1899, Vol. II; 1900, Vols. I and II; 1901, Vols. I and II; 1902, Vols. I and II (second volume of each contains ten and eleven year tables).

COMMERCE AND NAVIGATION, 1900, 1901, and 1902, Vol. I, parts as follows:

Annual Review of the Foreign Commerce of the United States, and summary tables of commerce and prices, 1902.

Tables Nos. 3, 4, and 5.—Imports of Merchandise into the United States, by Countries; by Customs Districts; and Summary, by Articles.

Tables Nos. 6, 7, and 8.—Exports of Domestic Merchandise from the United States, by Countries; by Customs Districts; and Summary, by Articles.

Tables Nos. 15 and 16.—Imported Merchandise Entered for Consumption in the United States, and Duties Collected, 1901 and 1902.

COMMERCE AND NAVIGATION, 1900, 1901, and 1902, Vol. II (comprising ten and eleven year tables), parts as follows:

Tables Nos. 1, 2, and 3.—Imports of Merchandise—Total Values, by Countries; Quantities and Values, by Articles; and Quantities and Values, by Articles and Countries.

Tables Nos. 4, 5, and 6.—Exports of Domestic Merchandise—Total Values, by Countries; Quantities and Values, by Articles; and Quantities and Values, by Articles and Countries.

Tables Nos. 7 and 8.—Imports and Exports, by Countries—Total Values, by Grand Divisions, and Quantities and Values, by Countries and Principal Articles.

Table No. 25.—Commerce of Porto Rico, 1901.

STATISTICAL ABSTRACT OF THE UNITED STATES, 1902.

MONOGRAPHS.

[Reprinted from the Monthly Summary of Commerce and Finance.]

RECIPROCITY TREATIES, ETC., SINCE 1850. [From Summary, November, 1901.]
CALENDAR YEAR COMMERCIAL AND FINANCIAL TABLES. [From Summary, December, 1901 and 1902.]
COMMERCIAL AFRICA. [From Summary, April, 1902.]
PROGRESS OF THE UNITED STATES IN ITS MATERIAL INDUSTRIES. [From Summary, June, 1902.]
SUBMARINE AND LAND TELEGRAPH SYSTEMS OF THE WORLD. [From Summary, July, 1902.]
MOVEMENT OF PRICES. [From Summary, July, 1902.]
COAL TRADE OF THE UNITED STATES AND THE WORLD'S COAL SUPPLY AND TRADE. [From Summary, September, 1902.]
THE WORLD'S SUGAR PRODUCTION AND CONSUMPTION, 1800–1900. [From Summary, November, 1902.]
COMMERCIAL INDIA IN 1902. [From Summary, December, 1902.]
STATISTICAL ABSTRACT OF THE WORLD (SECTION ONE). [From Summary, February, 1903.]

PUBLICATIONS OF THE BUREAU OF FOREIGN COMMERCE.

[Formerly of the State Department, now consolidated with the Bureau of Statistics, Department of Commerce and Labor.]

MONTHLY CONSULAR REPORTS.

1891. October, November, December.
1892. January, February, March, April, May, June.
1893. April, July, August.
1894. January, March, April, May, June, July, August, September, October, November, December.
1895. January, February, March, July, August, October, November, December.
1896. November.
1897. February, March, April, May, June, July, August.
1898. July, August, December.
1899. April, July, August.
1900. March, April, October, December.
1901. January, February, March, June, July, August.
1902. January, February, November, December.
1903. January, February, March, May.

[*In volumes.*]

1880–81. October, November, January.
1885. October, November, December.
1893. May, June, July, August.
1894. January, February, March, April.
INDEX TO MONTHLY CONSULAR REPORTS:
Covering Nos. 152 to 203.
Covering Nos. 204 to 239.
INDEX TO DAILY ADVANCE SHEETS:
For the years 1898, 1899, 1901, and 1902.

COMMERCIAL RELATIONS.

1891–92. 1 vol.	1895–96. 2 vols.	1898. vol. 2 only.	1900. 2 vols.
1894–95. 2 vols.	1896–97. 2 vols.	1899. 2 vols.	1901. 2 vols.

REVIEW OF THE WORLD'S COMMERCE.

Volumes for the years 1896–97, 1898, 1899, 1901, 1902.

SPECIAL CONSULAR REPORTS.

EUROPEAN EMIGRATION. vol. 2. 1890.

Contents.—Studies in Europe of emigration moving out of Europe, especially that flowing into the United States; comparison of wages in Europe with those of the United States; laws, opinions, etc., respecting emigration.

BEET SUGAR AND FLAX CULTIVATION. vol. 2. 1891.

Contents.—Beet sugar: History of the discovery of sugar in beet; methods of cultivation; legislation; growth of the industry; beet sugar *v.* cane sugar. Flax cultivation: History; agricultural requirements; prices; linseed.

STREETS AND HIGHWAYS IN FOREIGN COUNTRIES. vol. 3. 1897.

Contents.—Methods employed in constructing, maintaining, and governing the roadways in foreign countries; government highways.

CANALS AND IRRIGATION. vol. 5. 1898.

Contents.—Canals: Manner of construction; extent, capacity, traffic, management; effect they have on reducing cost of transportation. Irrigation: Areas irrigated; quantity and quality of crops grown; sources of water supply; character of works used in storage and distribution of water; system and cost; effect on climate.

COAL AND COAL CONSUMPTION IN SPANISH AMERICA. vol. 6, pt. 1. 1891.

Contents.—Whence received; mines, price, etc.

EXTENSION OF MARKETS FOR AMERICAN FLOUR. vol. 10, pt. 2. 1897.

Contents.—Standard of living; quality of flour used; quantity of American wheat flour imported; conditions of flour trade.

AMERICAN LUMBER IN FOREIGN MARKETS. vol. 11. 1897.

Contents.—Native woods; kinds preferred; imports from United States; prices; climate.

HIGHWAYS OF COMMERCE. vol. 12. 1899.

Contents.—Ocean lines, railways, canals; trade routes; rates, etc.

MONEY AND PRICES. vol. 13, pt. 2. 1897.

Contents.—Currency systems of various nations in their relation to prices of commodities and wages of labor.

DRUG TRADE. vol. 14. 1898.

Contents.—Drug business; druggists; exports and imports; sale of drugs; disposal of prescriptions; renewal of prescriptions; practice of pharmacy.

SOAP TRADE; SCREWS, NUTS, AND BOLTS; ARGOLS IN EUROPE; RABBITS AND RABBIT FURS; CULTIVATION OF RAMIE. vol. 15, pt. 1. 1898.

Contents.—Soap trade: Production, sale, and consumption; prices, wholesale and retail. Screws, nuts, and bolts: Extent of trade; names of dealers, etc., in foreign countries. Argols in Europe: Process of extraction; trade, consumption, price. Rabbits and rabbit furs, Europe: Breeding of rabbits; process of cleansing furs. Cultivation of ramie in foreign countries; growth, marketing, prices, trade; manufactures of.

TARIFFS OF FOREIGN COUNTRIES. vol. 16. 1899.

Contents.—Customs duties of various nations.

DISPOSAL OF SEWAGE AND GARBAGE; FOREIGN TRADE IN COAL TAR AND BY-PRODUCTS. vol. 17. 1899.

Contents.—Studies of methods for disposal of city wastes; fertilization. Foreign trade in coal tar and by-products: Consumption, trade, prices, etc.

MERCHANT MARINE OF FOREIGN COUNTRIES. vol. 18. 1900.

Contents.—Condition, extent, and importance of the merchant marine in various countries; policy of the government toward its promotion; extent of shipbuilding; effect of warships on commerce; mail carriage; use as auxiliary naval force.

STAVES. vol. 20, pt. 3. 1900.

Contents.—Manufacture, trade, etc.

FOREIGN MARKETS FOR AMERICAN COAL. vol. 21. pt. 1. 1900.

Contents.—Amount of American coal used; character; tariff; obstacles, if any.

TRUSTS AND TRADE COMBINATIONS IN EUROPE. vol. 21, pt. 3. 1900.

Contents.—List of; capital employed; effect upon prices, upon production, and upon wages paid to labor; other results.

ACETIC ACID. vol. 22, pt. 1. 1900.

Contents.—Consumption; price; whence imported.

GAS AND OIL ENGINES. vol. 23, pt. 1. 1901.

Contents.—Number in use; prevailing price; source of supply; openings for; prices of oils; facilities for transportation; freight rates, etc.

STORED GOODS AS COLLATERAL. vol. 25. 1902.

Contents.—Methods of warehousing goods; charges, classification, mortgages, etc.

BRIQUETTES AS FUEL. vol. 26. 1903.

Contents.—Material used; cost of manufacture; selling price; methods of manufacture; capacity of plants per day; heating value.

EXPORTS DECLARE FOR THE UNITED STATES.

Annuals for 1900 and 1902.

Quarters ended—
June, September, December 1896
June 1897

Quarters ended—
December 1900
March, June, December 1902

BOARD OF MANAGERS FOR MASSACHUSETTS OF THE LOUISIANA PURCHASE EXPOSITION

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ROOMS 501-3, 6 BEACON ST.,

BOSTON, MASS., Sept. 30, 1903.

Mrs. M. T. S. Small,

Librarian, Free Public Library,

Wayland, Massachusetts,

My dear Madam:-

I desire two photographs of your library building for use as a part of our library exhibit at the Saint Louis Exposition. They should be exterior views and may be different from each other or may be duplicates. May I ask you to send them to me for this purpose? The size preferred is eight inches by ten inches, but smaller ones will answer. I should prefer to have them unmounted.

Yours truly,

George E. Gay Jr.

2

WILLIAM H. WILLITS,
COUNSELLOR AT LAW,
52 BROADWAY, COR. EXCHANGE PL.
(ROOM 1113)
EXCHANGE COURT BUILDING,
BOROUGH OF MANHATTAN.
TELEPHONE, 3063 BROAD.

NEW YORK,_____190

A. G. B.

papers as I could procure in furtherance of the claim, which proved sufficient to obviate calling any witnesses from Massachusetts; and also prepared and submitted to the referee a careful brief, after an exhaustive examination of the authorities, the claim appearing to be very far from the certainty of being allowed. The referee finally reported in favor of the claim, and the judgment confirmed his report.

After the entry of the judgment, a proceeding was taken to fix the amount of the Transfer Tax upon the several legacies under the will.

This has just been concluded, and I enclose herewith a statement and a check

(3)

WILLIAM H. WILLITS,

COUNSELLOR AT LAW,

52 BROADWAY, COR. EXCHANGE PL.
(ROOM 1113)

EXCHANGE COURT BUILDING,
BOROUGH OF MANHATTAN.

TELEPHONE, 3063 BROAD.

NEW YORK, _____ 190

A. G. B.

for $253.91, the amount due the Town, with a duplicate which you will kindly have receipted by the proper officer, and return to me, and oblige,

Yours very truly,

Wm H. Willits

1

WILLIAM H. WILLITS,

COUNSELLOR AT LAW,

52 BROADWAY, COR. EXCHANGE PL.
(ROOM 1113)

EXCHANGE COURT BUILDING,
BOROUGH OF MANHATTAN.

TELEPHONE, 3063 BROAD.

NEW YORK, May 21st 190 3.

Mr. Arthur G. Bennett,
Wayland Free Public Library,
Wayland, Mass.

Dear Sir:--

The action in the Supreme Court of the State of New York, for Kings County, of George Barnes, executor etc., of Sarah Maria Parsons against Felix W. Preston and others, including the Town of Wayland, has been concluded and judgment was entered on April 6th 1903.

The action was tried before a referee, and occupied several sessions, which I attended, and presented the claim on behalf of the Town of Wayland, for the legacy of $300., given in the will of Sarah Maria Parsons to "The Public Library of the Town of Wayland Massachusetts", and filed such

Wayland.

Dec. 3, 1902.

To the Trustees of the Library,

Dear Sirs,

On account of health,
I am sorry to be obliged
to ask you to accept my
resignation from the position
of librarian, to take effect
the first of January, 1903.

Yours truly,

Mabel F. S. Swan.

Dear Mr. Williams;

I have thought over the offer you made me yesterday, to take the position of Librarian, of the Wayland Library, and have decided that I had better not accept. It would not be a position that would pay enough if that was all I had and if I kept your books also I am afraid that I could not do justice to both pieces of work. Of course all the time that, apparently, has to be given to the Library work is afternoon

of a much more competent person for Librarian than I could probably make.

Yours respectfully,

Ethel H. Carter.

December 7, 1902.

Wayland, Mass.

and evenings of Wednesday and Saturday but I know and when you come to think of it, considerable time has to be put in besides those two days and the more I think of it, the more it seems that to do both things would be a strain on me as well as the neglect of one or the other.

Also it would make it inconvenient living so far from the Library as I do.

I appreciate the offer very much and thank you kindly for mentioning me for the office but cannot see how I can accept under all the circumstances much as I might like to do so.

I trust that you will have no difficulty in obtaining the services

WINFIELD · M · THOMPSON
P V B L I S H E R
120 · BOYLSTON · STREET
B O S T O N · M A S S

October 11th, 1902.

Sarah E. Heard, Librarian,
Free Public Library,
Wayland, Mass.

Dear Madam:-

I am directed by Mr. Thomas W. Lawson of Boston to forward to you a copy of "The Lawson History of the America's Cup", which he trusts will be honored, as a part of the permanent record of international yachting, with a place in your library.

The volume has been dispatched to your address as above by express, on this date, with carrying charges prepaid.

An acknowledgment of its safe receipt will be appreciated.

With assurances of my respect, believe me,

Sincerely yours,

Winfield M Thompson

Wayland, September 22, 1902.

To the

Trustees of the Wayland Free Public Library,

Wayland, Mass.,

Gentlemen:-

I have the honor and pleasure of offering for your acceptance a copy of the History of North Brookfield, Mass., 1647-1887. It is my native place and my father, Charles Adams Jr., spent several of the last years of his life in preparing the genealogical part of the work and took great pride, and justly, in its accuracy and completeness.

I trust you will find it worthy a place on the shelves of your institution and that it will be of some use to such of your readers as are interested in the history of the old Commonwealth of Massachusetts, of which Brookfield is one of its oldest towns.

I am, Gentlemen,

With great respect,

Yours truly

John D. Adams

to any others considered
desirable for the
Library.

Very truly Yours
Sarah A. Matchett

35

Hope Farm
May 21st 1902

Dear Mr Bennett.
I enclose my check
for three hundred
dollars, payable to
your order, to be
used for the purchase
of books, for the "Wayland
Public Library".
May preference be given
to books of "Reference
travel, or Biography."

53 Cherry St.
Williamstown, Mass.
Jan. 14, 1902.

My dear Mr. Bennett, —

I am very certain that my agreement read that I would do the work for ten dollars a rick and guarantee it completed in two months from the day of beginning it. I began it Nov. 11, 1901, and had it completed and in the case Jan. 11, 1902, which according to my reckoning is exactly two

months. If I said anything in my agreement about eight weeks I have surely no remembrance of it. I did send in a bill at the end of four weeks and received forty dollars. However, I did not think that this was only half due me.

I am sorry if there is to be any controversy about this matter as I am ill and only waiting for my money to take me, or help take me, to another climate. If I ever gave the impression that I would do it in eight

weeks it was simply because I did not realize that from Nov. 11, to Jan 11, was not eight weeks. Upon consulting my calendar I found that it was more than that. The trustees accepted my proposition and I shall expect to be paid, not for overtime, but for two months.

Very truly,

Josephine M. Clark.

House of Representatives,
Washington, D.C.,

Natick Mass. August 29, 1902.

Mr. John Connelly,
Cochituate,
Mass.

34

Dear Mr. Connelly:-

I have received notice from Washington that the Census Reports will be duly furwarded to the Wayland Public Library in accordance with your request.

Very truly yours,

Dic.

Charles L. Tinkham

WOMAN'S EDUCATION ASSOCIATION
BOSTON.
COMMITTEE ON LIBRARIES.

LANCASTER, MASS., May 12, 1902.

My dear Mrs. Small,

A couple of years ago your library shared a set of portraits loaned by ~~your~~ our Committee. We now have another collection in your neighborhood, consisting of 99 beautiful photographs of New Zealand, Australia, and Tasmania. As before, the box contains hooks for hanging the pictures, they can remain about three weeks, and there is no charge except that of forwarding to the next place they are to visit. Would you like them? Please reply at our early date, and oblige,

Yours sincerely,

Alice G. Chandler.

22

Wed. June 12
1901

Mr Arthur G Bennett Sec'y

Dear Sir

In return for the kindness of the citizens of Wayland for their remonstrance I will with pleasure open the "Library" on Wednesday afternoon & evening without extra Salary

Yours Resp'y
Sarah L Heard
Librarian

23

Wayland June 3. 1901

Mr. Arthur G Bennett Sec

Dear Sir:-

Your notice
rec'd & I have no
wish to resign a position
which the citizens re-
quested me to accept
& must devolve upon
the Trustees to remove
me if they so desire.

Respectfully
Sarah E Heard Librarian

R. I. College of Agr. and Mechanic Arts.

Board of Managers

Hon. Henry L. Greene, President
Hon. C. H. Coggeshall.
Hon. Melville Bull.
Hon. Benj. A. Jackson.
Hon. Jesse V. B. Watson.

John H. Washburn, Ph. D.,
President

Kingston, R. I., June 29, 1901

325

Mr. John Connelly,
Cochituate,
Massachusetts.

Dear Sir:-

In answer to your valued favor of June 25th I would say that Miss E. Louise Jones classified our college library, and did the work with remarkable quickness, considering the difficulties of the work here, and we found her very accurate. Our librarian and Professor Watson, who has charge of the department, were more than satisfied with the results.

I take great pleasure in recommending Miss Jones unqualifiedly as a librarian and for the work of re-classifying libraries. She was very helpful to our librarian while she was here, and gave her many points which have proved useful in the work. She came here highly recommended by Prof. Fletcher who has charge of a library school in Amherst, Massachusetts, and we found Miss Jones to be all that he said that she would be. I am,

Very truly,

J. H. Washburn

Clifton,
Mass.

My dear Mr. Shaw—

I have decided to do the work at fifty dollars a month and will, of course, complete it. I would rather not have this known, only as far as it is necessary, as it is so far below my usual terms, and I do it only because it

material.

Catalogue case with cards and guides — $180.00.

Case for shelf-list with cards and guides — $31.00

Dewey classification book — $1.50

Cutter Author-table. $1.25

List of subject-headings — 2.00

Labels, paste etc. $5.00

Typewriter — $3.00 per month.

They will allow you something on the old case, if you wish.

I feel sure you will not be sorry if you decide on the Dewey system, for by the majority of librarians it is considered the most satisfactory.

I shall hope to hear from you soon —

Very truly yours,

E. Louise Jones.

June 20, 1901.

I enclose a list of references.

is so near home and because I have nothing on hand at present.

Miss Clarke of whom I spoke, would do the work for twenty-five dollars a month. She is a library school graduate, has had experience in the Boston Public Library and assisted me at Woodstock and would be a very good assistant.

I called at the Library Bureau and I give a list of the necessary

Mr. W. I. Fletcher, Amherst, Mass
Miss F. Mabel Norcross, Public
Library, Somerville, Mass.,
Miss Elizabeth Ainsworth,
Librarian Public Library,
Hyde Park, Mass., Mr. J. H.
Washburn, R. I. College,
Kingston, R. I., Mrs. George
McCabe, Librarian Public
Library, Belmont, Mass.,
Mr. S. A. Fletcher, Librarian
Public Library, Middleton,
Mass., Mrs. Fanny Shattuck,
Librarian Public Library,
Pepperell, Mass., Mr.
Frederic Chapman, Woodstock, Vt.

Accession book 5.00
Dewey decimal
Classification 5.00
Shelf list-binders
1.10 ea
Shelf list-sheets
.60c per hundred
List of subject-head-
ings 2.00
No. 33r L. B. Cards
3.00 per 1,000
Summed labels
Book plates
Gift-plates

28

My dear Mr. Williams

I hope my sister will take the library, if she does I shall be so disappointed not to catalog for you, but I cannot this summer that is sure, if I could I would have made a special price to you under the circumstances. I think however I can be of use to my sister and the library in various ways should she take it.

Sincerely yours

Eva E. Coffin.

library work, taking in the cataloging at one's leisure, with no arbitrary limit set for its completion can be done for fifty dollars a month, that is a different thing, and if one is capable the position is expected to be permanent. But to catalog solely is very trying work, work upon which you must concentrate your mind every moment, a certain number of books must be done within a specified time, one must judge quickly and correctly of the contents of a book, mistakes mean time lost in revision, time which the librarian can take, it costs the town no more, not so the Cataloger. In my opinion it would be utterly impossible for any person to classify and catalog 13,000 books in four months. The N.H. Library Association holds its semi-

annual meeting in Peterboro the 27th of this month. we shall be glad to see you or any other library worker who feels interested.

Very truly yours

Eva E. Caffin

TOWN LIBRARY; PETERBORO; N. H.

June 11, 1901

To Hon. C. B. Williams

Dear Sir.

Enclosed you will find a hastily prepared list of the important items in the way of supplies for the making of a card catalog. For cards you can estimate that it will take two cards for every book of fiction, in a few cases three, all other books will require from three to ten or more cards, according to the character of the book, and also upon the thoroughness with which you mean to catalog. But I had supposed when you went into the new building that it was to be reorganized on entirely new lines

in conformity with the advance made in library methods all over the country, that it would be open every day in order to enlarge its field of usefulness, and a dictionary card catalog made of author, title, and subject, using the system of classification that is now invariably employed by libraries that are recatalogging the Dewey. I cannot be considered a candidate to classify and catalog your library, I have all I wish to do in this vicinity, near enough to my own library to be able to get back once a week and work a day, else the business that cannot be trusted to a substitute would suffer. My terms are fifty cents an hour, I do not know of a competent cataloger who works for less. Of course all around

of library hours by the hour and had a clerk to do some of the subordinate work which did not require a knowledge of classification, since then I have kept the work up during library hours. Now provided the time required for my resignation here to take effect will suit you and be satisfactory to our library board I will accept a position in the Wayland library upon the following terms.

If it is to be open every afternoon and evening, Sundays and legal holidays excepted, and a vacation of two weeks allowed, I will do it for $600.00 a year, working on the classification of course all the time that is possible during library hours. When I

Hon. C. B. Williams.

Dear Sir.

In answer to your questions I would say that I am competent to classify your library, that the one I am now in is classified, I did the work myself after receiving a course of instruction from one of the teachers of the State Library School at Albany and have since had eight years experience in the work. Our library is open afternoons and evenings but the first year we commenced to classify wishing to expediate matters a little I worked out

leaving Boston at about 8.00 a.m. you would arrive in Peterboro at eleven and have from that time until 3.00 P.M. to look over our library, taking dinner with us. Perhaps you will consider it worth while to do so.

Very truly yours,

Eva E. Coffin.

Peterboro, N. H.

May. 23, 1901

could come I cannot tell you at this time of writing as some of our committee are out of town. I do not know what they would consider a sufficient notice because unlike many libraries the filling of the office of librarian is not considered and voted upon year by year, it is understood that I am to fill the place as long as I am willing to. I am sure however they would not be unreasonable in the matter and I wish to do what is right by them. When do you contemplate making the change in your library? I should like to have you come up here and look over the work that has been done and is now going on in this library. By

AMHERST COLLEGE LIBRARY.

W. I. FLETCHER, LIBRARIAN.

AMHERST, MASS., June 25, 1901

A.G. Bennett,
Wayland, Mass.

Dear Sir;-

I can commend Miss E. Louise Jones for the work you have in hand most highly. She has done a good deal of this work very satisfactorily. She was with me as a pupil in 1895-96, and acquitted herself very creditably. I think you could hardly do better.

As to the Dewey system, I think it is the best thing you can adopt for

such a library as yours, but I should use the "abridged" form.

Sincerely yours,

W. J. Fletcher.

26

Sample 33 x L.B. Cards.

Boston New York Chicago Philadelphia Washington London

Library Bureau

The Card System
our specialty

Founded 1876. Incorporated 1888.
W. E. PARKER, *Treas.*

530 Atlantic av. Boston 29 Ag 1901

By

Please remit in Boston or New York funds, or P.O. order

Sold to Town of Wayland Public Library (A 3855)
Wayland Mass

TERMS: Net Cash. We deliver in good order to express or R. R., but assume no risk nor expense of delivery. All claims for corrections must be made on receipt of goods.

Catalogue No.	Quantity	Description		Price		
1901						
8 Jl	1	Decimal Classification abridged #1222a		1 50		
	1	Cutter author table		1 25		
	1	6-oz jar Higgins paste		25	3 00	
15 Jl	5M	#32LTW white index cards	1.60M	8 00		
	5M	#32RTW " " "	2.00M	10 00	18 00	
18 Jl	1200	#37i gummed labels			75	
31 Jl	10M	#37i gummed labels	2.00M	4 00		
	4	#56 bottles Higgins drawing mucilage 14 oz each	.50	2 00	6 00	
31 Jl	1	#22d12 second hand oak case	As Quoted		20 00	
22 Ag	2M	#34a3 white slips	1.75M	3 50		
	3M	" " "		5 25		
	200	#39c7 blue pockets				
	500	" pockets	3.00M	2 10		
	5M	#39c6 book pocket slips	.75M	3 75		
	1	set date guides		25		
	5M	date slips	1.50M	7 50		
	2	#25c3 trays	3.00	6 00		
	1	#56 1/2 gallon bottle Higgins drawing mucilage		2 00	30 35	
29 Ag	15M	#32RTW white cards	2.00M	30 00		
	8300	#32LTW " "	1.60M	13 28		
				43 28		
		Special Discount 10%		4 33	38 95	117 05

H. C. KENDALL,
564 Washington St.,
Dorchester, Mass.

Friday, October 18 1901

Dear Sir

I have a full set of the Official Records of the War of the Rebellion which I wish to dispose of. The set consists of about 130 books and an Atlas of 178 plates.

Each book is indexed, but a general index, in two books, that will cover the entire series is yet to be issued. There were only 11000 sets printed and the proportion of the libraries throughout the U.S. that have them is consequently small. To the above I add a set of official maps (3) of the battle of Gettysburg, also a topographical print quite large size. These give the different positions of all the organizations that took part, compiled by John B Bachelder at a great expense for the War Dept, now difficult to obtain.

Also to include a set of the Report of the Committee on the Conduct of the War, a government publication now scarce and obsolete.

The books are fresh and clean and in

good order, having been used by no one but myself.

I will sell the entire lot for $100.00 net. It occured to me that if the Wayland Public Library desired anything of this kind a good opportunity is now presented.

I hope you will pardon me for writing you as I know of no one connected with the library.

Yours most respectfully
Henry C. Kendall,

INCORPORATED 1784
University of the State of New York
State Library AND **Home Education**
MELVIL DEWEY Director

ESTABLISHED 1887
Library School
Melvil Dewey *Director*
Salome Cutler Fairchild *Vice-director*
Florence Woodworth *Director's assistant*

Dictated
In reply to yours of

State library, Albany N. Y. 22 Mr 01

Mr A. G. Bennett
Boston, Mass.

Dear sir;

Mrs Fairchild is out of town at present but expects to return Monday, the 25th, when she will reply to your letter.

Very truly
Helen M. Thompson

INCORPORATED 1784
University of the State of New York
State Library AND **Home Education**
MELVIL DEWEY Director

ESTABLISHED 1887
Library School
Melvil Dewey *Director*
Salome Cutler Fairchild *Vice-director*
Florence Woodworth *Director's assistant*

Dictated D
In reply to yours of
31 Mr

State library, Albany N. Y. 2 Ap 1901

Arthur G. Bennett

Boston, Mass.

Dear sir: Miss Brown who has added two years experience to her work in the school could easily command $75 a month. The other three whom I mentioned to you who are just finishing their course would ~~command~~ secure not less than $60.

Very truly yours

Salome Cutler Fairchild

[redacted]
INCORPORATED 1784
University of the State of New York
State Library AND Home Education
MELVIL DEWEY Director

Dictated
In reply to yours of

ESTABLISHED 1887
Library School
Melvil Dewey *Director*
Salome Cutler Fairchild *Vice-director*
Florence Woodworth *Director's assistant*

State library, Albany N. Y.

Inquiries about librarians and assistants

From its opening, January 5, 1887, the library school has received an increasing number of inquiries from trustees and others anxious to secure for vacancies the best men or women available at the salary. We are very glad to assist as much as possible in bringing together the right persons and places so as to avoid the serious disadvantage that comes from a round man in a square hole. There is, of course, no fee for this aid. To be most effective we must be free to state confidentially exactly what we know about each candidate, for recommendations equally strong of every person lose any practical value. We therefore answer with entire frankness and directness all proper inquiries and volunteer besides any information which we ourselves should want in making the selection. This work has been from the first in charge of the vice-director, Mrs S.C.Fairchild, and all letters addressed to the school or to the director on this subject are answered by her.

This explanation of our method is sent so that the simple statement of qualifications without the usual rhetorical commendations shall not be misunderstood. As a rule those of whom these simple statements are made will be more efficient than those who collect from various sources the ordinary conventional testimonials.

We do not limit our recommendations to students or graduates of our own school but try to find for each place the very best

Inquiries about libraries and assistants

From its opening, January 6, 1887, the library school has received an increasing number of inquiries from trustees and others anxious to secure for vacancies the best men or women available at the salary. We are very glad to assist as much as possible in bringing together the right persons and places so as to avoid the serious disadvantage that comes from a round man in a square hole. There is, of course, no fee for this aid. To be most effective we must be free to state confidentially exactly what we know about each candidate, for recommendations equally strong of every person have any practical value. We therefore answer with or without frankness and directness all proper inquiries and volunteer besides any information which we ourselves should want in making the selection. This work has been from the first in charge of the vice-director, Mrs S.C.Fairchild, and all letters addressed to the school or to the director on this subject are answered by her.

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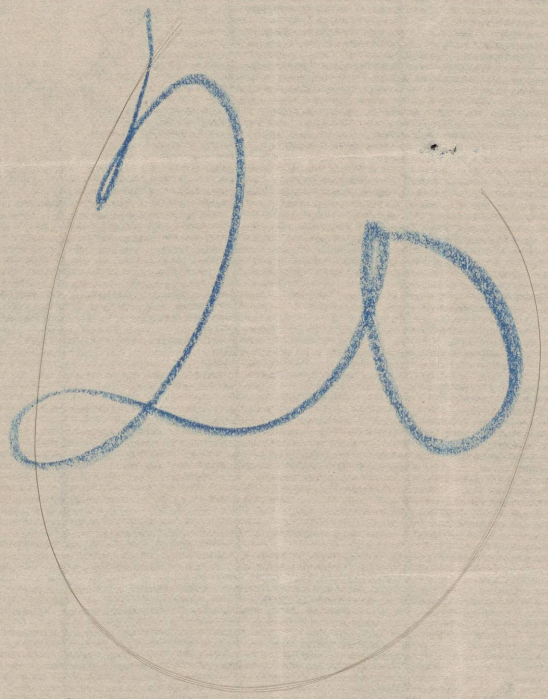
We do not limit our recommendations to students or graduates of our own school but try to find for each place the very best

person available. As many of the most promising younger members of the profession have been trained in this school and as we keep close watch of their progress, we usually find the best material among these old students; but we never hesitate to recommend others if in our judgment any one else is better fitted for the place.

Melvil Dewey

Director



person available. As many of the most promising younger members of the profession have been trained in this school and as we keep close watch of their progress, we usually find the best material among these old students but we never hesitate to recommend others if in our judgment any one else is better fitted for the place.

Very truly,

Director

University of the State of New York
Departments: Administrative College High School Home Education State Library State Museum

State Library AND Home Education
MELVIL DEWEY Director

In reply to yours of

V

ESTABLISHED 1887
Library School
Melvil Dewey *Director*
Salome Cutler Fairchild *Vice-director*

State Library Albany N.Y. 11 Je 1901

Francis Shaw

Wayland, Mass.

Dear sir: I am very sorry indeed not to have answered your letter in order that a reply might reach you on Saturday as you requested. I fully intended to do so and the explanation of the failure is a curious one. I read your letter when received and noted the request. Later in the week I was ill and the letter was sent to me at my house. It was carelessly dropped in the street and returned to me Monday morning by some one who had picked it up. I tried in vain to recall your address as I remembered the contents of your letter, but could not do so.

We could recommend some one at $50 a month to catalogue your library, I think not for less. A cataloguer could write on an average 10 cards an hour. This includes classification and everything connected with cataloguing. If you made a full dictionary catalogue you would have to allow three cards to a volume, for a classed catalogue 2 1/2 cards to a volume, for an author and title catalogue, 1 1/2 cards. If you required two copies of the catalogue that would double the work. A person engaged to catalogue a library would expect to work eight hours a day.

It is very difficult to advise methods of classification.

The Decimal classification and the Expansive classification have the widest use. The latter as you doubtless know is by C. A. Cutter, for many years librarian of the Boston Athenaeum. It has a growing use in New England. I am familiar with the classification used in the main building of the Boston Public library, but do not know what method is used in the branches. If the system is a fixed location I should advise against it.

I should be glad to answer any farther questions and hope that no accident will befall another letter.

Very truly yours

Salome Cutler Fairchild

University of the State of New York
Departments: Administrative College High School Home Education State Library State Museum

State Library AND Home Education
MELVIL DEWEY Director

In reply to yours of
23 Ap

ESTABLISHED 1887
Library School
Melvil Dewey *Director*
Salome Cutler Fairchild *Vice-director*

State Library Albany N.Y. 29 Ap 1901

Arthur G. Bennett
632 Exchange building
Boston, Mass.

Dear sir: I have held your letter a few days hoping to be able to make a suggestion, but have not been able to do so. When I tell you that almost all of our students, both men and women, are college graduates and have in addition spent a year or two years in special preparation for library work you will see that they can not afford to accept a position which would not yield much more than a living salary away from their own homes and which would not occupy their entire working day. It is possible that you could secure someone having library experience and living in the locality.

Very sincerely yours

Salome Cutler Fairchild

INCORPORATED 1784
University of the State of New York
State Library AND Home Education
MELVIL DEWEY Director

ESTABLISHED 1887
Library School
Melvil Dewey *Director*
Salome Cutler Fairchild *Vice-director*
Florence Woodworth *Director's assistant*

Dictated D
In reply to yours of
20 Mr

State library, Albany N. Y. 29 Mr 1901

A. G. Bennett

632 Exchange building

Boston, Mass.

Dear sir: I will suggest the following names as persons who would be likely to do successful work in a small library near Boston: first, Miss Edna Brown who secured the degree of B.L.S. in our school in '97 and who is at present in charge of the department of special collections in the Providence, R. I., public library. She prefers to be the head of a small library and will doubtless resign in June hoping to secure such a position. It would be easy for your board to see her should you consider her name.

I will also recommend three members of our present senior class who graduate in June whose homes are in New England: ~~first,~~ Miss Sara G. Hyde, a graduate of Mt Holyoke college; ~~second,~~ Miss Mary A. Lyman and Miss Helen R. Keller, both graduates of Smith college. There is a little preference and I have given the names in the order of preference. They are all thoroughly interested in library work, of pleasing personality, and would enter heartily into the effort to make a small library of great

service to the community. I shall be glad to answer any further questions.

Very truly yours

Salome Cutler Fairchild

WOODSTOCK INN,
WOODSTOCK, VT.

Mr. Francis Shaw.

Dear Sir—

Your letter of the 15th received. I would consider the position of which you write and would like to know the particulars in regard to it. Do you want the position filled at once?

Very truly yours,
E. Louise Jones.

May 16, 1901.

Providence, R.I.
May 13, 1901.

Mr. A.G. Bennett,
Boston, Mass.

Dear Sir:

In regard to your letter of the 12th, I should certainly consider the position to which you refer.

I am sorry that it is inconvenient for me to come to Boston, but I shall be glad to see you in Providence. You will find me at the Public Library on Washington Street every day from 10 a.m. to 1 P.m. and from 2.30 till 6. My desk is in the art room on

the third floor of the building.

If you can come more easily in the evening, my home is at 64 Summit Street, Pawtucket.

Very truly yours,
Edna A. Brown.

ಶ್ರೀ ಕೃಷ್ಣಾರ್ಪಣಮಸ್ತು

June 7, 1901.
Clifton, Mass.

My dear Mr. Shaw -

As I have returned from Woodstock I called upon you to-day but found you had gone to Wayland.

As I am at leisure now I would be very glad to meet you if you care to have me.

Very truly yours,
E. Louise Jones.

Sat.y June 15 1901

Mr Bennett

Dear Sir:

Will you kindly insert in my proposition to the Trustees, July 1st as the date of opening the Library on Wed.y aft.n & Evening & oblige yours

Respectfully Sarah L. Heard

51

Wayland.
Mass.

My dear Mr. Bennett –

We have finished our work at the library and I hope it will prove to be satisfactory. I enclose a receipted bill which came from the Library Bureau, also two other bills. I had to order a little extra material.

about sending it back. Mr.
Vincent can send it back in
the same box it came in if
you don't want it, to the
Hammond Typewriter Rooms,
Devonshire Street, Boston.

Will you kindly have
our checks sent to
Waltham, mine to
91 Summer Street and
Miss Clark's to 55 Cherry
Street.

Very truly yours,

Nov. 1, 1901. E. Louise Jones.

I don't know whether
you want the typewriter
for your duplicate
cataloguing work or not
so I have done nothing

Trustees of the Wayland Library:

Gentlemen:

In reference to the type written copies of the card catalogue, I would estimate the expense of the same to be four dollars per thousand.

Respectfully,

Bessie Reeves Rutter.

Wayland, October 28th 1901.

53

To the Trustees;

Please consider what is to be done about the books that were at the Sanford's during the case of varioloid, (as decided by Dr. Frost.) The books were fumigated along with the rest of the house hold belongings, but have not been returned to the library in accordance with a vote to that ef-

feet which I sent to them
at Mr. Bennett's suggestion.

Mabel T. S. Small

SOMERVILLE PUBLIC LIBRARY
SOMERVILLE, MASS.

S. W. FOSS, LIBRARIAN

June 27, 1901.

My dear Mr. Bennett —

I have been trying all the afternoon to get you by telephone, but finally found that it was out of order. I suppose that Miss Chase called upon you. I think she is a very bright girl and seems to thoroughly understand her business. I feel sure that you would find her fully as competent as myself, but if for any reason you do not care to make the change, I will certainly do the work and

55

give up the other, for I don't want to go back on my word. I hope you can arrange to have a trustee's meeting to-morrow night and would consider it a great favor if you could telephone me as early as possible Saturday morning to Merritt's Stable, Clifton Heights, as I must let Stone and Webster know at once.

I am so sorry to put you to all of this trouble, but it is rather a hard position for me to be in.

Very truly yours,

E. Louise Jones.

TRAIN & JENNISON,
REAL ESTATE,
INSURANCE AND MORTGAGES,
ROOM 809 TREMONT BUILDING.

TELEPHONE, "TREMONT BUILDING."

BOSTON, Oct. 23, 1901

Mr. Francis Shaw,

Wayland, Mass.

Dear Sir:-

Mr. Jennison informs me that your Library committee are to have cards copied on the typewriter and he suggested that I might be able to get the work by applying to you. Miss Josie Clark, who is employed in the Library and a niece of Mr. Jennison, can tell you all about me.

Very respectfully,

Lilian L. Bangs.

P. S.
I would either work for you at the Library or at my office, just as you prefer.

To Mr John Connelly

I wrote Miss B I had forwarded her letter to you as having charge of the matter.

F. S.

267
46
3.13

Wayland, Mass.,

To the Secretary of the
Trustees of the Wayland Libra-
ry.

Dear Sir, —

The position
of librarian, I under-
stand, is not perma-
nently filled. In this
case, I should like very
much to be considered
a candidate.

I can offer no expe-

rience in library work but my college degree, and experience as a teacher for three years, may give you a chance to judge of my general education and executive ability. Naturally, my book knowledge is rather along the lines of English literature, history and philosophy — educational works generally — than along those of modern fiction.

Mr. Carlow, Mr. Frye, and Mr. Wm. E. Huntington, dean of the College of Liberal Arts, Boston University, will be glad to tell you what they know of my work.

Yours truly,

Walter Barbar Staples.

June the thirteenth, nineteen hundred one.

55 Cherry St.
Waltham, Mass.
Nov. 4, 1901.

My dear Mr. Bennett, -

Will you kindly submit to the Trustees of the Wayland Library my application for making the second card catalogue?

I will do the work, at home if desired, for ten ($10.00) a week (type-writer furnished by the Trustees) and guarantee the work complete in two months from the day of

beginning it.

Hoping that my terms may be favorably considered, I am

Very truly

Josephine M. Clark.

BYBEE SCHOOL

BROOKS BANK NOTE CO., SPRINGFIELD, MASS.

59

A. L. & E. F. Goss Co.
DEALERS IN
Crockery & Lamps
Agricultural Implements,
BUTTER FACTORY &
Private Dairy Supplies.
Plumbing, Steam and
Hot Water Heating.
Stoves, Ranges,
Refrigerators.

E. W. GOSS, President.
H. E. GOSS, Vice-Pres. & Mgr.
T. H. SCLATER, Treasurer.

41-43-45 Main St.
cor. Lincoln.
Lewiston, Me.

June 11, 1901

Everett & Mead,

Boston, Mass.

Gentlemen:

Your favor of the 10th received. In reply to same, will say that at the time we installed your gas machine, we gave you the best burner there was on the market then. Of course if there has been improvements made in them, we do not feel it incumbent upon us to furnish our customers with the latest improvements. While we are interested in the success and manufacture of the machine, still we do not feel like going to the expense of new burners for this plant.

Yours respectfully

A.L. & E.F. Goss Co.

per T.H.S.

10

June 11, 1901

Everett & Mead,

Boston, Mass.

Gentlemen:

Your favor of the 10th received. In reply to same, will say that at the time we installed your gas machine, we gave you the best burner there was on the market then. Of course if there has been improvements made in them, we do not feel it incumbent upon [illegible] with the latest improvements. While we are interested in the success and manufacture of the machine, still we do not feel like going to the expense of new burners for this plant.

Yours respectfully

A.[illegible] & E.[illegible] Cross Co.

per T.H.S.

Form No. 1.

60

THE WESTERN UNION TELEGRAPH COMPANY.

INCORPORATED

21,000 OFFICES IN AMERICA. CABLE SERVICE TO ALL THE WORLD.

This Company **TRANSMITS** and **DELIVERS** messages only on conditions limiting its liability, which have been assented to by the sender of the following message. Errors can be guarded against only by repeating a message back to the sending station for comparison, and the Company will not hold itself liable for errors or delays in transmission or delivery of **Unrepeated Messages**, beyond the amount of tolls paid thereon, nor in any case where the claim is not presented in writing within sixty days after the message is filed with the Company for transmission.

This is an **UNREPEATED MESSAGE**, and is delivered by request of the sender, under the conditions named above.

THOS. T. ECKERT, President and General Manager.

Via Lynn Mass

NUMBER	SENT BY	REC'D BY	CHECK
4	DC	Won	12 Collect 27 & 17

RECEIVED at 140 pm June 22 1901

Dated Clifton Mass 22

To Mr. Francis Shaw
Weston

Probablly four or five months with seven or Eight without any

Elwis. E. Jones

School; and a teacher in the public schools for four years.

In regard to library work, I have had no experience. Should you consider me for the position I should at once set myself studying general library work and cataloguing, in which work I should have the assistance of my sister, Mrs. Coffin of Peterboro, N. H.

Considering my

Cochituate, June 8, 1901.

Trustees of the Wayland Library:

Gentlemen:-

Hearing that you are to make a change at the Wayland Town Library, I herewith apply for the position as librarian.

My qualifications as regards Education are, as you probably already know, - these:- a graduate of the Northampton High School; a graduate of the Framingham Normal

present salary which is $370 per year, it does not seem unreasonable to fix my salary as librarian at $400.

Trusting that my application may be received with favor, I am,

Respectfully yours,

Mary D. Fullick.

My dear Mr Connelly

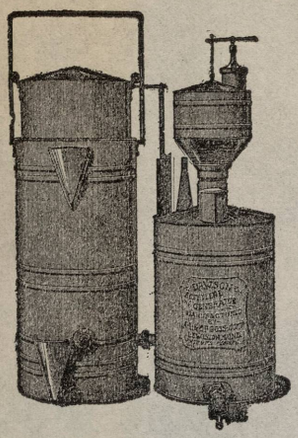
If the
Trustees cannot come
to any agreement
with the Board, I
would be pleased to
act as substitute
in the library
this summer.

College closes the fourteenth and I could begin the following week, Wednesday the nineteenth.

Yours Sincerely,

Sarah E. Lovell

Brayland
June fifth
Nineteen hundred one



GOSS MANUFACTURING CO.,

.....MANUFACTURERS OF.....

THE DAWSON ACETYLENE GAS GENERATOR.

GAS PIPING DONE AT MODERATE PRICES.

LEWISTON, ME., March 26, 1901.

Secretary Wayland, Library,

Wayland, Mass.

Dear Sir:-

We are about getting out a prospectus to advertise our Acetylene Gas Machines and propose to publish, among other things, recommendations from different parties who have used our gas machines.

You have had our machines in use some months, we trust with satisfaction to yourself, and would be under great obligations to you, if you would write for us, recommendations for the same.

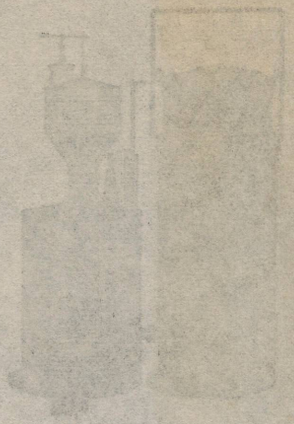
Speak of the cost, quality of the light, its safety and how, in your estimation, it compares with kerosene, etc, etc.

We are very anxious to have this notice as soon as possible, as our book is waiting for it.

Enclosed, please find directed and stamped envelope. Thanking you in advance ofr the favor, we are,

Very truly yours,

Goss Manufacturing Comapny.



Jones McDuffee & Stratton Co.
Pottery and Glass Merchants

Boston, Feby 23 1901

Miss S E Heard
Librarian
Wayland Mass
Dear Madam?

Yours of the 17th inst,
duly received, in which you state
that you are unable to comply
with the vote of the Trustees to
open the Library on Wednesday evenings.

The matter will be
brought before the board at its
next meeting

Yours respectfully

Reduction in Price

OF

CALCIUM CARBIDE

OFFICE OF
Eastern Sales Department,

UNION CARBIDE CO.

45 Broadway.

NEW YORK, February 11, 1901.

This company is pleased to announce a change in its distributing arrangements by which, on and after this date and until further notice, *Calcium Carbide is for sale at a uniform price of* **$3.75 per hundred pounds, delivered on cars at each of the following cities:**

BOSTON, MASS.

Send orders direct to Union Carbide Co. Warehouse, No. 7 House, Rutherford Ave., Boston, Mass.

PORTLAND, MAINE.

Send orders direct to Union Carbide Co. Warehouse, 185 Middle St., Portland, Maine.

HARTFORD, CONN.

Send orders direct to Union Carbide Co. Warehouse, 866 Main St., Hartford, Conn.

UTICA, N. Y.

Send orders direct to Union Carbide Co. Warehouse, 217 Genesee St., Utica, N. Y.

WHITEHALL, N. Y.

Send orders direct to Union Carbide Co. Warehouse, 57 Canal St., Whitehall, N. Y.

JERSEY CITY, N. J.

Send orders direct to Union Carbide Co., 45 Broadway, New York City, N. Y.

NIAGARA FALLS, N. Y.

Send orders direct to Union Carbide Co., Niagara Falls, N. Y.

Our customers are recommended to select, from above, the location which should result in quickest delivery and lowest freight charges; and **orders should be sent direct, accompanied by remittance, to either of above locations** from which it is desired that shipment shall be made.

Calcium Carbide is packed in sheet-steel drums containing one hundred pounds each. The above price includes cost of drums. This material is carried by all railroads as 3d class freight, in small lots, and it should be noted that freight charges are collected accordingly.

Calcium Carbide is crushed and screened to different sizes, and in each order the size desired should be plainly stated. Three sizes regularly carried in stock are as follows:

3½ in. x 2 in., consisting of large pieces, nothing smaller than 2 in.
2 in. x ½ in., consisting of medium size pieces, nothing smaller than ½ in.
¼ in. x 1/32 in., consisting of small pieces, with dust removed, and adapted for use in generators in which finely crushed carbide is fed into water.

Generator manufacturers should notify their customers which of the above sizes are best adapted for their machines.

Respectfully,

UNION CARBIDE CO.

WAREHOUSE

UNION CARBIDE COMPANY

375 CONGRESS STREET

This Warehouse is maintained for quick distribution in this locality.
MAIN OFFICES:
45 Broadway, New York.
157 Michigan Ave., Chicago.

BOSTON, MASS., Apr. 2, 1901

A. G. Bennett
632 Exchange Bldg.
53 State St.

Dear Sir;

We have your esteemed favor requesting shipment of Carbide C.O.D., and regret that our rule is not to ship in that manner; and beg that you will send us Boston exchange, express or money order, for $18.75 to cover your order.

With a view of reducing the expense of handling the Carbide business to a minimum in order to give consumers the benefit of the lowest possible price the universal rule has been made that cash must accompany each order, and we beg that you will accept this rule for the reasons stated.

We hold your order awaiting reply,

Yours very truly,

Union Carbide Co.

Encl

A. G. Bennett
652 Exchange Bldg.
53 State St.

Dear Sir:

We have your esteemed favor requesting shipment of Carbide C.O.D., and regret that our rule is not to ship in that manner, and hope that you will send us Boston exchange, express or money order for $18.75 to cover your order.

With a view of reducing the expense of handling the Carbide business to a minimum in order to give consumers the benefit of the lowest possible rates the universal rule has been made that each and every order, and we hope that you will accept this rule for the reasons stated.

We hold your order awaiting reply,

Yours very truly,

Union Carbide Co.

WAREHOUSE

UNION CARBIDE COMPANY

375 CONGRESS STREET

This Warehouse is maintained for quick distribution in this locality.

MAIN OFFICES:
45 Broadway, New York.
157 Michigan Ave., Chicago.

BOSTON, MASS., Apr. 2, 1901

Mr. A. G. Bennett
632 Exchange Bldg.
53 State St.

Dear Sir;

We regret to advise you that in accordance with our universal rule it is necessary that Boston exchange, cash, express or money order shall accompany each order for carbide. Please therefore, send us remittance for $18.75 and shipment will be made immediately upon receipt of same.

Please do not consider this as any reflection upon your credit, but we beg instead that you accept this rule owing to the small margin of profit on which our product is handled.

Yours very truly,

UNION CARBIDE COMPANY.

Cad.

Mr. Connelly

Dear Sir! —

An agreement made to perform the duties of Librarian as hereinfore from April 1st 1901 to April 1st 1902, for the sum of three hundred dollars. (Three Dip of which I pay to an assistant) I am

ready to perform
any further encroach-
ment on my time
by one evening a
week will necessi-
tate additional
compensation.

Very truly
Sarah E. Heard

Feb 17 1901
Mass Land.

Wayland, Mass., December 4, 1900.

Trustees Wayland Public Library,

Wayland, Mass.

Gentlemen,-

At a meeting of the Evangelical Religious Society in Wayland held in April last for the purpose of dissolving said society, it was

Voted, That the Records of the Evangelical Religious Society be deposited in the Wayland Library for preservation.

I was clerk of the said society at the time and the Records are still in my possession. As the Library Building is now occupied I respectfully ask permission to so deposit the above-mentioned Records.

This society was organized in 1828 and in a sense has been a part of the Town of Wayland. For this reason, and perhaps for others, its Records should be preserved as they may be of some future value.

Trusting that the required permission may be granted,

Respectfully,

F. H. Fowler.

Former Clerk Evan. Rel. Society in Wayland.

Wayland, Mass., December 4, 1900.

Trustees Wayland Public Library,

Wayland, Mass.

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Respectfully,

Former Clerk Evan. Rel. Society in Wayland.

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Amherst College Library 26
Adams, John 2.36.
Am. Academy of Pol. + Soc.
Science 43.

Bangs, Lilian L. 12.
Brown, Edna A. 16.
Bureau of Commerce & Labor 42.
Connelly, John (Chairman) 6.
Clark, Josephine M. 11, 35.
Coffin, Eva E. 27, 29, 30.
Carter, Ethel W. 37.

Evangelical Religious Soc.
in Wayland 1,

Fullick, Mary D. 8.

Goss Mfg Co. 7.
" A.L. & E.F. Co. 10.

D E F G H I J K L M Mc N O P Q R S T U V W X Y Z

Head. Sarah E. 2, 15, 33,

Jones. E. Louisa E. 9. 13. 14. Kendall. Henry C. 14.
15, 16, 31.

Lovell, Sarah E. 9.
Library School 17, 18, 19, 21.
22.
Library Bureau. 25.
Louisiana Purchase Exposition
St. Louis 40.

Matchett, Sarah A. 35.
MacMillan Co. 44.

N. Y. Pub. Library 44, 46.

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Rulton, Bessie Reeves 14.
Rhode Island College of
Agr. & Mechanic Arts 32.

Staples, Mabel Tarbox, 11,
Small, Mabel T. S. 13, 38,
Stark, Jas. H. 45,
Sinclair Co. 47, 48,

Tirrell, Chas, 2, 34,
Thomson, Winfield A. 37,

Union Carbide Co. 3, 4, 5.

Woman's Education Assn 34.
Willits, N.H. 38.

W
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DESK

5 general
4 west
10 classifyed
2 mystery
3 hist ical nov.

Fic. 14
non fic. 10

Outstanding 26.08+ ~~66.92~~
This total 48.90

~~115.82~~ +74.98

24

MacM.	King of Fassari	Divine	3.00
Scribner	The Hunter	Fosburg	2.75
Whittlesey	I, A Stranger	Harnden	2.75
Knopf	The Wall	Hersey	3.60
Little B.	Rough Justice	Haycox	2.50
Viking	Pink House	Gardner	3.00
Whittlesey	Painting as passtime	Churchill	2.50
Little B.	Louis Pasteure	Dubos	5.00
~~Myers~~ Dutton	Last chance	~~Dutton~~ MYERS	3.50
Yale	My retreat from Russia	Petrov	4.00
Knopf	Western world and Japan	Sansom	6.00
MacM	Gentle Infidel		3.00
"	Time for tea		2.00
"Draw od drag			2.00
"Audbuhon			2.95
Little	Mr. Midshipman		3.00
Little	Phantom Fortress		3.00
S&S	Cardinal-Readers ed.		1. 00
Lipp.	When she was bad...		2.50
West. Min.	Going steady		2.50
Harpers	Maine Man in the Making		2.50
MacRay	Stillmeadow seasons		3.00
Rinehart	Week-end garden		2.75
Carroll (Popular ed)			1.00

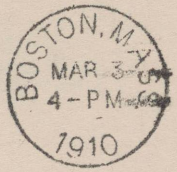
69.80
less 30% = 48.90

90.00
- 74.98

Mrs Morgan - I will take this into Personal Thursday unless you see changes which should be made. D.B.

81.1

S. W. MEAD
15 BEACON STREET
BOSTON



Mr. Alfred W. Cutting
Wayland
Mass

81.2

OFFICE OF
SAMUEL W. MEAD
ARCHITECT
15 BEACON STREET
BOSTON

Dear Mrs. Cutting

I have your note of Feb 26 and will look at the Library within a few days -
after I have seen it I shall be better able to answer your note.

Yours truly

S W Mead

March 3

NESMITH, STONE & GRANT
ATTORNEYS AND COUNSELLORS AT LAW
84 STATE STREET BOSTON

FISHER H. NESMITH
J. SIDNEY STONE
ALEXANDER G. GRANT
HERBERT P. MASON

ROBERT GRANT

April 16, 1926.

Dear Mr. Cutting:

I am enclosing herewith for your information copies of letters I have written in connection with the Wayland Library Funds. I am sorry I did not have these with me at the meeting the other night.

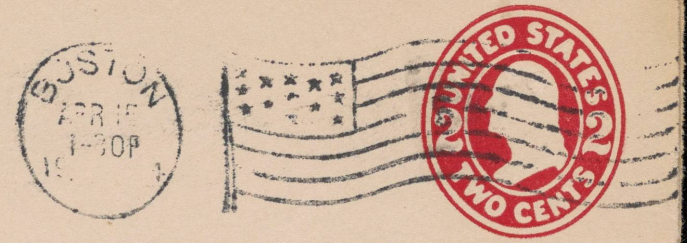
Very truly yours,

J. Sidney Stone

Encs.
JSS/T

83.1

After 5 days, return to
JOSEPH EVERETT CHANDLER,
31 Beacon St.,
BOSTON, MASS.



Mr. Alfred W. Cutting,

Wayland,

Mass.

JOSEPH EVERETT CHANDLER
ARCHITECT
31 BEACON STREET, BOSTON

April 15, 1914

Mr. Alfred W. Cutting,

Wayland, Mass.

My dear Mr. Cutting:

I think there is no doubt that the drain at the Library should be installed if it has not already been done, in the old work - and am sending out some one to investigate both this and possible water-proofing later in order to give you some idea of what it would probably cost. Much of it is so problematical that I think, if the right person can be had, it should be done on a day basis.

I shall be moving out the end of next week, and will be glad to look out for the work. Thank you for your letter.

Sincerely yours,

J. E. Chandler

JEC/M

COPY

Boston, April 22, 1914.

Mr. Joseph Everett Chandler,
31 Beacon St.,
Boston, Mass.

Dear Sir:-

We beg to quote you the sum of Twelve Hundred Seven Dollars ($1207.00) as an approximate estimate for work described below in Wayland Public Library.

Remove all wall studding, lath and plaster, base, window finish, present wood floor in basement, foot of stairways, etc. for the application of one coat of Cow Bay Cement Waterproofing on 3 sides of exterior side walls to height of 4 ft. upon the one exterior side wall, to height of 5 ft. and upon the floor and walls of the vault and floor of room adjoining same, wall work 4 ft. high. Waterproofing of floor 1" thick, on walls 5/8" thick.

Replace all studding, lath and plaster, window finish and base. In one room in basement lay new tarred sleepers 3 x 4 spruce, on brick, new under and upper floor, this last to be factory maple 2 1/4" face tongue and grooved.

We do not include painter's finish, removal or replacing of pipes, wires, etc. under this estimate.

Above estimate is based on following conditions:-that any pumping necessary to releive water pressure behind waterproofing until set is not considered in this estimate, as we do not consider same to be necessary.

Thanking you for the opportunity to estimate, we remain,
Respectfully yours,

I.H.Bogart & son

pProposition #2

COPY

Boston, Mass.,
April 22, 1914.

Mr. Joseph Everett Chandler,
31 Beacon St., Boston

Dear Sir:

We beg to quote you the sum of Twenty Five Hundred Fifty ($2550.00), as an approximate estimate for work described below on Wayland Public Library. Remove all interior partitions and wall studding, lath and plaster, finish from doors and windows, base, present floor in basement, and foot of stairways so that over entire basement floor, also inside of outside walls and all brcik partitions or supporting inside walls may be given one coat of Cow Bay cement Waterproofing 1" in thickness on floor and 5/8" in thickness on walls to height of 4 ft. on all 3 outside walls and all interior partition walls, 5 ft. on one side exterior wall. Replace all studding, lath and plaster, door and window finish, base, etc. new sleepers tarred on brick. Under and upper floor, this last to be of factory maple 2 1/4" face tongue and grooved to replace present wood floor in basement.

We do not include any painter's finish, removal or replacing of pipes, wires, etc. under this estimate.

Above estimate is based on following conditions:-that any pumping necessary to releive water pressure behind waterproofing until set is not considered in this estimate as we do not consider same to be necessary. Cow Bay Cement Waterproofing is guaranteed water-tight. For a period of five (5) years after the completion of our work we will promptly repair any leaks appearing in our coating which are not due to causes beyond our control.

Thanking you for the opportunity to estimate, we remain,

Respectfully your,

I.H.Bogart & son.

Proposition #1

Copy

Boston, Mass.,
April 22, 1914.

Joseph Everett Chandler,
31 Beacon St.,
Boston, Mass.

Dear Sir:-

We beg to quote you the sum of Six Hundred Eighty Four Dollars ($684.00) as an approximate estimate for concreting outside of foundation wall on south and east sides of Wayland Public Library this to include removing and replacing of shrubs, excavating, erection of forms, concreting, removal of forms and refilling. Concrete to be tarred one coat on outside before refilling, also removing old wood floor, in basement, and replacing with new, including tarred sleepers on brick. New under floor and new top top floor to be factory maple.

We have not included any work on pipes or wires should any of the same be necessary.

Thanking you for the opportunity to estimate, we remain,

Respectfully yours,

I.H.Bogart & Son

Proposition #3

JOSEPH EVERETT CHANDLER
ARCHITECT
31 BEACON STREET, BOSTON

May 5, 1914

Mr. Alfred W. Cutting,

Wayland, Mass.

My dear Mr. Cutting:

I am sending you copies of estimates from I. H. Bogart & Son on various schemes of doing the work at the Library. The cheapest--for the amount of $684.00--they would agree to excavate on the outside wall --East and west of the Library building--and pour into a wooden form a grouting which would make this very solid and which with a coat of tar would prevent any moisture from coming through the walls and this,—if we find on excavation that there is a drain around the exterior of the building,—should do the work. Their estimate for this also includes removing the floor in the room in the Basement, replacing with a new one tarring the sleepers placed on brick.

The other schemes are more elaborate work and the various items are set forth in the estimates. These are approximate estimates and probably will come, as in the case of the church work, very close to what the work could be done for, but they would much prefer to do it on the time basis as was done in the church work.

Yours sincerely,

J. E. Chandler

JEC/M

JOSEPH EVERETT CHANDLER
ARCHITECT
31 BEACON STREET, BOSTON

March 12, 1914

Mr. Alfred W. Cutting,

Wayland, Mass.

Dear Mr. Cutting:

Your letter just at hand. From it, I judge you did not receive the communication I wrote you regarding the Library before you wrote this, but I hope it has turned up in the mean time.

If you want a definite figure, I should have to get some one to come out with me and talk it over and rather guess at what it would cost much as I did on the church, and if the trustees want any such definite information as this, it would be the only way to do it. I would suggest getting some one who will give you an intelligent "guess", beyond which sum it is not likely to go and if possible do it on a per cent basis.

Yours very truly,

J. E. Chandler

JEC/M

JOSEPH EVERETT CHANDLER
ARCHITECT
31 BEACON STREET, BOSTON

Dec. 18, 1913.

Alfred W. Cutting, Esq.,

Wayland, Mass.

Dear Mr. Cutting:

I received your letter regarding the cellar trouble of the Wayland Library just before going to New Hampshire, and since getting back I have expected daily to get out to Wayland but it is getting more and more uncertain when I shall be able to do so, on account of the press of things here before Christmas and some work I have got to get finished up.

I will, however, telephone you when I get out there or write if I know far enough ahead to do so, and will be very glad if there is anything I can do to help your trouble.

I am sorry to have missed your call yesterday, but I have to be out a great deal now pushing work.

Yours sincerely,

J. E. Chandler

JEC/M

JOSEPH EVERETT CHANDLER
ARCHITECT
31 BEACON STREET, BOSTON

March 11, 1914.

Alred W. Cutting, Esq.,
Wayland, Mass.

My dear Mr. Cutting:

Regarding the matter of the damp cellar of the Wayland library, which matter you asked me to look into, I found the following conditions:

There is a discrepancy in the plans, which I afterward saw, in that the Committee Room in the Basement is--in a sectional drawing--raised above the floor of the Basement which would have a tendency of keeping the floor joists dryer and therefore preserve them better, even without any artificial treatment; but in the plan of the Basement it showed no step up to the floor of this room and it was built this way, with the consequence that the floor joists--although apparently resting on concrete--are below the other cellar level, and therefore the conditions are somewhat damper. I think this floor could be removed and the floor lifted, making the room somewhat less high in stud, to good advantage.

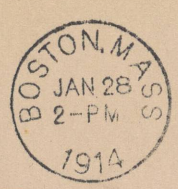
There were no specifications, and I could not tell whether a house drain had been arranged for around the outside of the wall, but considering the low location there undoubtedly should be such a thing. I think it would be best to dig down to the footings of the foundation and find out if there is such a drain. If there is none, there should be one around about half that perimeter of the building towards the brook and low land.

Then, too, there are certain damp-resisting materials which could be used on the walls to keep the place somewhat dryer, this as a last expedient.

Yours very truly,

J. E. Chandler

JEC/M



THIS SIDE OF CARD IS FOR ADDRESS ONLY

Wayland Library

Wayland

Mass.

Dear Leis: -

Would you care to have me send you my "Bird-Lore" - a Bi-monthly magazine - when I have done reading it! -

Yours Truly

(Miss) E. P. Hamlen

Boston
37 Chestnut St.

Jan. 28, '14

Other than the picture-book collection, books for children in the third to the eighth grades are rather poor both in quality and appearance. It is the unusual child only who would care to spend the time necessary to examine the present collection in order to search out the very few good books, so overshadowed are they by those in a very shabby condition, or by the poorly-written series books. Such sets as the Ruth Fielding, the Carolyn Wells "Patty" books, the Carolyn Keene, the Grace Harlowe, the Percy K. Fitzhugh "Pee-Wee Harris" and "Westy Martin" books, the Tom Swift, the F. W. Dixon and the Margaret Sutton books, as well as all those listed on the mimeographed list attached to this report, are not recommended for a public library. Shelf space should not be taken up with these books when there are published today such excellent children's books that have literary merit as well as good reading value. Also, a glance at the book cards in the back of these "series" books shows that the children are not reading them.

Only seven new books for children have been added to the library since the beginning of the year. This is far too low a percentage as the American Library Association recommends that 25% of the book budget be allocated to the purchase of children's books. Until the children's collection is built up with attractive books of good literary quality, the circulation of children's books will continue to be exceedingly low.

On the whole, the adult collection is not good. The fiction is predominantly "light-weight" in type, being chiefly light love, westerns and mysteries. The adult non-fiction shows that it has had few recent acquisitions. It needs to be built up, particularly in the fields of popular psychology; the readable religious books written by Harry Emerson Fosdick, Liebman, Sheean; the pure sciences and the applied sciences; the hobbies such as antiques, glassware, gardening. If the library were stocked with more non-fiction of the type which would appeal to male borrowers, the use of the library by men might be increased.

The Reference books are very good for a branch. In fact, there are few main libraries that are able to boast of having 3 encyclopedias as may the Cochituate branch with the 1945 edition of World Book, the 14th edition of the Britannica, and the 1907 edition of the New International. The library also owns the 1950 World Almanac and a 1936-37 Who's Who in America. The Reference section is quite adequate for a branch, especially when there is delivery service weekly from the main library and a telephone in each library so that reference questions can be relayed to the main library when the material is not available at the branch. I would recommend, however, that the reference books be shelved all in one place, preferably in one of the bookcases behind the circulation desk. At present, both the Britannica and the New International encyclopedias are located on the top of the bookcases on opposite sides of the room.

Registration File of Borrowers

The Cochituate Branch at first glance appears to have both an alphabetical file of borrower's names and a numerical file of borrower's names arranged in the order of the number assigned to each. These two files are necessary in a system which charges out books by the borrower's number rather than by the borrower's name. Upon examination of the files, however, it was apparent that the two files do not balance one another as they should. The alphabetical file is out-of-date so that many of the numbers in that file are not found in the newer registration file. This situation should be corrected immediately; otherwise, if the borrower can not remember his number, much time is wasted by the librarian in going through the numerical file until she finds his name. If the alphabetical file accompanying the numerical file was up-to-date, it would be a simple matter to look for his name in its alphabetical position and find the number of his card. Actually, however, in

a small library the size of Cochituate, I question the need of assigning numbers to borrowers. Instead, I would recommend that books be charged out by name. This would make but one file necessary -- that of the alphabetical file of registered borrowers.

The Card Catalog

The chief function of the card catalog is to serve both the library patrons and the librarian as an index to the library's holdings. Unless it is accurate and up-to-date, it is useless. Unfortunately, the present catalog in the Cochituate library falls into this category. Books no longer in the library are still represented in the catalog. New acquisitions to the library have no cards in the card catalog; instead, they are filed for some reason in a separate file in the drawer of the circulation desk where they are accessible only to the branch librarian. The catalog should be brought up-to-date if the books in the collection are to have the most use possible. The smaller the library collection, the more necessary is a catalog in order to see that each book serves many needs. It would not be wise to begin work on the catalog until the library has been weeded lest cards be made for books which are soon to be removed from the library. I would recommend that all catalog cards be removed from the present catalog as it would take too long to check to see which are for books still in the library. Starting anew, then, I would recommend that catalog cards be made at the main library for all new acquisitions since they are processed there. The catalog cards may then be sent with the book when it is ready to go into circulation at the branch. Working under the supervision of the Chief Librarian who would set up a simplified form of catalog cards (see attached samples) the branch librarian could begin the project of making catalog cards for each book now in the branch. A quota of 20 books a week could be set with the branch librarian printing, writing or typing author and title cards and sending them, together with the books in question with the weekly delivery to the main library for checking by the chief librarian. Author and title cards could suffice for non-fiction books now in the collection, but subject cards should be made for all new acquisitions.

Magazines

The Cochituate Branch subscribes to a fine selection of magazines. Of the seventeen subscriptions, Children's Activities, Child Life, Boys Life, and Jack and Jill are for children while Seventeen and Popular Mechanics are for the young people. When the current subscription to Child Life expires, it is recommended that either American Girl or Story Parade replace it. Since 1947, when Child Life was reorganized, its high creative quality is no longer in evidence. The magazines for the adults cater to women's interests. It might be well to substitute American Photography, Time, Coronet, Field and Stream and Flying for Women's Home Companion, American, Good Housekeeping, and McCalls. The Branch Librarian states that the magazines now subscribed to are used infrequently. If the replacements recommended above are made when the subscription comes up for renewal, and if newspaper publicity is given from time to time on the library's magazine holdings, their use should improve. Thus, the following magazines are recommended for adult use: Ladies Home Journal, American Photography, Field and Stream, Popular Mechanics, Saturday Evening Post, House and Garden, National Geographic, Life, Children's Activities, Time, Flower Grower, Readers Digest and Coronet.

Services to Children

At present, the Cochituate Branch offers no special services to children to encourage their patronage. Their lack of interest is reflected in the very low circulation statistics on children's books. In April, 1950, for example, 268 adult fiction books were circulated as against 83 children's books and 23 adult non-fiction during that period.

The library's services to children could be improved by building better co-operation between school and library authorities. It is recommended that at least once a year (in October) the librarian visit each grade in each school in the area to invite the boys and girls to the library and to talk about the State Certificate Reading List. The teachers might also be approached on this visit and the suggestion made that they bring their classes at least once to the library.

It is further recommended that a regular program be planned for the children at least once a month in the library. A picture-book story hour would be easier than a story-telling hour since it would not entail the learning of a story. However, someone other than the branch librarian (perhaps a parent) should be obtained for this purpose as she will be busy with other library details.

Special displays of books on certain subjects (seasonal topics, hobbies, reading material, supplementary school work, etc.) as well as exhibits of pupils' handiwork on various lines might be arranged once a month in the library.

Public Relations

A public relations campaign should be launched immediately to increase the use of the library. First of all, the library's physical appearance should be made more attractive by a thorough weeding and re-arrangement of the book stock in logical order, next by giving more color to the room through posters, pictures, displays, a bulletin board, and decorated shelves for the children's books.

When the library has been made more presentable, gaps should be filled in the subject matter fields, and replacements made for worn-out children's books. All this should be done first for there would be no point in stimulating the use of the library if new borrowers were unable to find the reading material they wanted.

Once the library's interior and holdings have been rejuvenated, newspaper publicity should be used. Frequent articles should appear in the Wayland Enterprise calling attention to new books, particular magazine articles, or books on a special subject.

Conclusion

All of the recommendations mentioned in the report for improving the library service will take considerable time and a certain amount of money. I believe, however, that the results should be worth the time and expense involved. At present, the library is not fulfilling its function as an agency for adult education, neither is it adequately serving the children. The circulation statistics show a preponderance of adult fiction and since the fiction in the library is of a "light" type, the library is fulfilling to a certain extent only its recreational objectives and paying no attention to its responsibilities along the lines of education and information to all in the community.

I would recommend that the library be open to the public but one day a week while the changes described above are made. This would give the branch librarian an opportunity to work behind closed doors on the catalog, the registration file; and on brightening up the children's shelves. A temporary cut in service might bring the people in the area to the realization that their branch library was a very convenient one and its services should be used.

DIVISION OF PUBLIC LIBRARIES

Massachusetts Department of Education
200 Newbury Street, Boston

BOOKS IN SERIES AND THE CHILDREN'S COLLECTION

Not all series or sequels are poor. Libraries would not exclude Louisa M. Alcott's stories, the Penrod books by Tarkington, the Jeremy stories of Walpole. Lucy Perkins' Twins are to be found in libraries and, although the books have varied characters, they constitute a series of similar books. Long series are not condemned because they are series, but because they do not meet the standards of literature, originality and truth that should characterize all children's books. It is the content of the individual book, not the author's name or reputation, that should be the deciding factor.

The following list compiled by Mrs. E.S. Root has been copied from the Bulletin of the New Hampshire Public Libraries with some additions. It represents many of the books and the type of book not recommended for purchase nor for placing on the shelves of any library.

A List of Series Not Circulated By Most Libraries

Alden, Mrs. Isabelle, (pseud.) Pansy
Aldridge, Janet. Meadow-brook girls
Alger, Horatio. Many titles
Appleton, Victor. Moving picture series, Tom Swift series
Arundel, Louis. Motor boat boys
Bailey, Arthur Scott. Slumber town series, Tuck-me-in tales series
Baker, Willard F. Bob Dexter series, Boy rancher series
Bancroft, Edith. Jane Allen college series
Barton, May Hollis. Many titles
Baum, L. Frank. Oz books
Beach, Amory. Air service boys series
Bell, Frank. Flash Evans series
Benson, Irene Elliott. Campfire girls
Bishop, Giles. U.S. Marines series
Blanc, Clair. Beverly Gray series
Blanchard, Amy. Many titles
Bonehill, Ralph (pseud. of Edward Stratemeyer). Boy hunter series, Young sportsman's series
Boone, Silas K. Phil Bradley series
Botsford, Charles Alexander. Victory series
Bowen, R. Sidney. Dave Dawson series
Breckenridge, Gerald. Radio boys series
Breitenbach, Louise Marks. Hadley Hall series
Brooks, Amy. Dorothy Dainty series, Khaki girls, Randy series
Burley. Uncle Sam's army boys
Burnett, Alice Hale. Merryvale series
Burnett, Carolyn Judson. Blue grass seminary girls
Burnham, Margaret. Girl aviators
Burroughs, Edgar Rice. The Tarzan books, all titles
Burtis, Thomson. Rex Lee series
Carey, Ross Nouchette. Many titles
Carr, Annie R. Nan Sherwood series
Carson, James. Saddle boy series
Carter, Herbert. Boy Scout series

Castlemon, Harry. Frank series and other series
Chadwick, Lester. Quarterback series and other series
Channon, Frank Ernest. Henley school boy series and other series
Chapman, Allen. Tom Fairfield series
Chase, Josephine. Several titles
Cody, Hiram Alfred. Rod of the lone patrol and other series
Colver, Alice Ross. Stories about Babs
Cory, David. Billy Bunny series, Little Jack Rabbit series
Craine, E.J. Airplane boys
Crane, Laura Dent. Automobile girls
Crockett, Sherman. Great war series
Darlington, Edgar B. P. Circus boys
Deering, Fremont B. Border boys
Dixon, F.W. Ted Scott series
Douglas, Amanda Minnie. Helen Grant series
Drake, Robert C. Boy allies
Duffield, J.W. Bert Wilson series, Radio boys series
Duncan, Julia K. Doris Force series
Durham, Victor G. Submarine boys
Edwards, Leo. Jerry Todd books
Ellis, Edward Sylvester. Launch boys and other series
Emerson, Alice B. Betty Gordon series, Ruth Fielding series
Ferris, J.C. X Bar X boys
Finlay, Roger Thompson. Wonder Island boys
Finley, Martha. Elsie series
Fisher, Elbert. Boy globe trotters
Fitzhugh, Percy Keese. Tom Slade series
Fletcher, Archibald Lee. Boy Scouts adventure and nature series
Flower, Jessie Graham. Grace Harlow series
Forbes, Graham B. Boys of Columbia High
Forrester, Dexter J. Bungalow boys
Foster, Walter Bertram. Clint Webb series
Gardner, Elsie B. Maxie series
Garis, Howard Roger. Buddy series, Curlytops series, Uncle Wiggily series
Garis, Lillian. Girl Scout series
Garland, John. Ross Grant series
Ginther, Mary Pemberton. Beth Anne series, Betsy Hale series, Hilda and Beth series, Miss Pat series
Gordon, Grace. Patsy Carroll series
Grayson, Donald. Bob Steele series
Griffith, Helen Sherman. Letty books, Virginia stories
Hancock, Harrie Irving. Annapolis series, Boys of the army, Dave Darrin series, Grammar school series, High school boys' vacation series, Motor boat club series, West Point series, Young engineers
Hare, Thomas Truxton. College athletic series, Philip Kent series
Harvard, Aline. Army girl series
Hawley, Mabel C. Four little Blossoms series
Hayes, Clair Wallace. Boy allies
Hemyng, Bracebridge. Jack Harkaway series
Henderley, Brooks. Y.M.C.A. boys
Higgins, Aileen Cleveland. Little princess series
Holmes, Mary Jane. Many titles
Honeywell, Frank. Radio boys
Hope, Laura Lee. Bobbsey twins series, Moving picture girls, Outdoor girls
Jackson, Mrs. Gabriel Emille (Snow). Three little women series, Peggy Stewart series

Judd, Frances K. Kay Tracey series
Judson, Clara Ingram. Mary Jane series
Kay, Ross. Big war stories, Go ahead boys
Keene, Carolyn. Dana girls mystery stories, Nancy Drew series
Langworthy, John Luther. Bird boys series
Lawrence, Josephine. Brother and sister series, Two little fellows series
Lawton, Wilbur. Boy aviators, Dreadnought boys, Ocean wireless series
Lee, Alice Louise. Co-ed series
Lester, Pauline. Marjorie Dean series
Lincoln, Andrew Carey. Motorcycle chums series
McIntyre, John Thomas. Young continentals
Martinek, Frank V. Don Winslow series
Meade, Mrs. Lillie Thomas. Titles for girls
Mears, James R. Boys of steel
Miller, Agnes. Lingernots series
Morrison, Gertrude W. Girls of Central High
North, Grace May. Adele Dering series, Virginia Davis series
O'Hara, David. Jimmie Drury series
Optic, Oliver (pseud. of William Taylor Adams). Many titles
Overton, Mark. Jack Winter series
Patchin, Frank Glines. Battle ship boys, Pony riders, Range and grange hustlers
Patten, Gilbert (pseud. of Burt L. Standish). Lefty series
Paull, Minnie E. Ruby and Ruthy series
Payson, Howard. Boy Scout series
Penrose, Margaret. Motor girls, Dorothy Dale series, Radio girls
Porter, Horace. Our young aeroplane scouts
Ralphson, George Harvey. Boy Scouts
Rathbone, St. George. Canoe and campfire series
Rockwood, Roy. Bomba books, Dave Dashaway series, Great marvel series, Speedwell series
Roy, Lillian Elizabeth (Becker) (pseud. of Mrs. William Nelson Montfort). Five little Starrs series, Girl Scouts
Sagendorph, Kent. Dan Perry series
Saintsbury, Noel, Jr. Great ace series, Aviation series
Scott, Florence E. Paul and Peggy series, Morgan Oakdale series
Sheppard, William Henry Crispin. Don Hale series, Rambler club series
Sherman, Harold M. Football series, Homerun series
Snell, Leroy W. Northeast stories
Snell, Roy J. Many titles
Southworth, Mrs. Emma Dorothy Eliza Nevitte. Many titles
Speed, Nell. Carter girls, Molly Brown series, Tucker twins
Standish, Burt L. Dick Merriwell series, Frank Merriwell series
Standish, Winn (pseud. of Walter Leon Sawyer). Jack Lorimer series
Stratemeyer, Edward. Dave Porter series, Rover boys series
Striker, Fran. Lone ranger series
Stuart, Gordon (pseud. of G.N. Madison). Boy Scout series
Sutton, Margaret. Judy Bolton series
Thorndyke, H.L. Honey Bunch books
Tomlinson, Paul Green. Flag and country series
Trent, Martha. Somewhere series
Vandercook, Margaret O'Bannon (Womack). Campfire girls, Girl Scout series, Ranch girls, Red Cross girls
Victor, Ralph. Comrades series, Boy Scouts
Walker, Abbie Phillips. Sandman series
Wallace, Stanley J. Jack Armstrong series
Walsh, George Ethelbert. Twilight animal series

Walton, Frank. Flying machine boys
Ward, Kenneth. Boy volunteers
Warner, Frank A. Bobby Blake series
Webster, Frank V. Many titles
Wells, Carolyn. Patty series
West, Dorothy. Dot and dash series
Wheeler, Janet D. Billie Bradley series
Whitehill, Dorothy. Joyce Payton series, Polly Pendleton series
Winfield, Arthur M. (pseud. of Edward Stratemeyer). Bright and bold series, Putnam Hall series
Woolley, Lazelle Thayer. Faith Palmer series
Wyman, Levi Parker. Golden boys
Young, Clarence. Jack Ranger series, Motor boys, Racer boys

SAMPLE NON-FICTION AUTHOR CARD

Tracing on
reverse side

SAMPLE NON-FICTION SUBJECT CARD

SAMPLE NON-FICTION TITLE CARD

100.1

Class No. Author's last name, First name Middle Initial and joint author's last name, first name middle initial

Title..... ....

..... Publisher, date

Notes if necessary

Tracing (i.e additional cards made for this book)

100.2

Class No. Subject Heading in Red Ink OR BLACK CAPITALS

Author's last name, Initials of first and middle names and Same for Joint Author

Title.....

..... Publisher, date

100.3

Class No. Title.....

.....

Author's last name, Initials of first and middle names and Same for Joint Author

AUTHOR CARD FOR FICTION

TITLE CARD FOR FICTION

SEE REFERENCE CARD

Author's last name, First name Middle Initial and
Joint Author's last name, First name Middle
Initial

Title.....
..... Publisher, date

101.2

Title

Author's last name, Initials of first and middle names

Clemens, Samuel Langhorne

see

Twain, Mark, pseud.

The
Financial Directory
Association

Twenty five
West Broadway
New York

November 25, 1903.

Free Public Library
Wayland
Mass.

Gentlemen:-

Referring to your inquiry regarding the Red Book, the 1903 issue is now ready for delivery.

If you wish to reach a select and wealthy class of people by correspondence or otherwise you will find just what you are looking for in the Red Book.

The advisability of sending your order at an early date is suggested, and a form is enclosed for that purpose.

Thanking you for the inquiry, and awaiting your further commands, we are.

Yours, very truly,

THE FINANCIAL DIRECTORY ASSOCIATION

163

BOSTON, MASS., JUL 1 1920

Charles J. Jager Co.

WINDMILLS, TANKS, PUMPS, GAS AND GASOLINE ENGINES

33 Canal St., Providence, R. I.
Telephone Union 2089

13-15 Custom House St., Boston, Mass.
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Wayland Public Library
Wm H Cutting Secty
Wayland Mass

TERMS: NET CASH, 30 days from date of invoice.

		Account as per statement rendered			
May	14	Invoice rendered	413 73		
	22		68 44		
	22		1398 1	621 98	
				1 82	
June	15			623 80	
			cr.	139 81	
				483 99	

413.73
68.44
1.82
check 483.99

Please examine the above, and IF NOT CORRECT ADVISE US IMMEDIATELY.

NO CLAIMS ALLOWED AFTER 10 DAYS.

Report of Cochituate Branch Reading-Room
for year ending Dec. 31. 1918

Number of volumes purchased during
the year 103, and 1 donated ~~given from Wayland Library~~

Number of volumes in room to date 1413
Fiction 931 Non-fiction 482

Circulation for the year:

Fiction	6111
Juvenile	1691
Miscellaneous	530
Total	8332

An average attendance of 13.

On account of sickness the Reading Room
was closed from Sept. 28 to Oct. 23.

Magazines found in the Room

Century	Scribners
Harper's Monthly	St. Nicholas
Ladies' Home Journal	Woman's Home Companion
Dumb Animals	World's Work
Popular Science	Youth's Companion
Review of Reviews	Popular Mechanic.
Saturday Evening Post	Scientific Amer.
Garden Magazine	Delineator

OFFICE OF
SAMUEL W. MEAD
ARCHITECT
13 PEMBERTON SQUARE
BOSTON

Dear Mr. Cutting

I received your note, and instead of sending blue prints I have bound up the originals plans and send them to you today by American Exp. It would be better for you to have the plans kept at the Library and I can refer to them there when necessary.

Very truly yours

S W Mead

March 18

SAMUEL M. MEAD
ARCHITECT
11 PEMBERTON SQUARE
BOSTON

106

S. W. MEAD
13 PEMBERTON SQUARE
BOSTON

BOSTON, MASS.
MAR 18
2-PM
1911

3

U.S. POSTAGE
TWO CENTS

Mrs. Alfred W. Cutting
Wayland
Mass.

WAYLAND, MASS.
MAR
18
4 PM
1911
REC'D

"THE BEST READING, FOR THE LARGEST NUMBER, AT THE LEAST COST"

American Library Association

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(IN ADDITION TO THE PRESIDENT AND VICE-PRESIDENTS)

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C. B. RODEN
CHICAGO PUBLIC LIBRARY

February 2, 1914.

To the Board of Library Trustees:

About a year ago we called your attention in a circular letter to the benefits and advantages accruing to your library through institutional membership in the American Library Association. As we have not learned whether any action was taken on this subject I am again taking the liberty of addressing you.

The benefits which your library would receive through membership may briefly be stated as follows:

1. Receipt of **Bulletin of the American Library Association,** six numbers a year, forming a volume of about 400 pages. One number consists of the Proceedings of the annual conference and constitutes the most important contribution of the year to library economy. Even though the librarian may be personally a member the library ought to possess an official file of this important publication.
2. Free subscription to the **A. L. A. Booklist** (monthly except July and August), an invaluable guide to the selection and purchase of new books.
3. Name of the library and librarian is entered in the official **Handbook** of the Association, which is widely used as a mailing list by many enterprises in which libraries are interested and should profit.
4. Every institutional member may send one delegate to all meetings of the Association, who shall be entitled to special travel and hotel rates and all other privileges of an individual member.
5. Privilege of inserting free "For Sale" and "Wants" notices in the **Bulletin** of the Association.
6. By a recent ruling all institutional members are entitled to a 10 per cent discount on all A. L. A. publications on orders amounting to $1.00 or more.
7. The knowledge that by your library's membership and consequent contribution through the small annual dues you are helping the Association to broaden its work, increase its means of assisting small libraries and communities, forward plans of co-operation between libraries, carry on more extensive committee work, and endeavor to bring libraries and librarians into positions of increased dignity and more adequate support and compensation.

May we ask that this matter be considered at the next meeting of your Board. Even though members of your library staff are personally members of the Association it is highly desirable that the **Library** itself be a member. There are 380 libraries in the United States and Canada which are already institutional members. In the interest and dignity of library work help to increase this number to 500.

Membership fee is $5.00 a year; a very nominal sum considering the benefits your library would receive and the assistance rendered to the national association through the aggregate receipts.

We are enclosing an application blank for your convenience.

Very truly yours,

GEORGE B. UTLEY,
Secretary.

The Newton Neighborhood Group of Librarians met at the Wayland Library Wed. Oct. 29, 1919 at 10 A. M. There was an attendance of 37.

The meeting was called to order by the Chairman Mr. Dougherty, librarian of Newton. The minutes of the last meeting were read and approved.

A plan was suggested whereby some libraries might borrow books from another and each librarian was asked to send to the chairman of the group a list of the non-fiction books purchased in 1918.

A most interesting talk was given by Miss Abbie Farwell Brown on Literature for Children. Miss Brown said she wished to emphasize the training of the child's imagination and in illustration read from her own stories and poems.

At the conclusion of Miss Brown's talk,

Miss Thurston, in behalf of the group, presented to Mr. John A. Lowe, Agent of Free Public Library Commission, and also president of Mass. Library Club, a travelling bag in recognition of his help and service.

At this time the meeting was adjourned and a most delicious luncheon was served in the library provided by the Trustees.

The members of the Group wish me to extend their thanks to the Trustees of the Wayland Library for their kindness and courtesy.

Margaret E. Wheeler,
Librarian

Free Public Library Commission
MASSACHUSETTS

C. B. TILLINGHAST, Boston
SAMUEL S. GREEN, Worcester
HENRY S. NOURSE, So. Lancaster
Miss E. P. SOHIER, Beverly
Mrs. MABEL SIMPKINS AGASSIZ, Yarmouthport

BOSTON, Nov. 1, 1903.

Librarian .....

FREE PUBLIC LIBRARY,

Wayland.

Dear Sir:

The Free Public Library Commission desires for use in its report for the current year, a brief statement of any important changes or special improvements in your library during the year. Please give full details of all recent occurrences of special interest to your library, such as gifts, the introduction of new methods, and matters of a like nature, in order that the results of your experience and good fortune may be available for the guidance and encouragement of others.

If you will give *immediate* attention to the matter it will greatly facilitate the preparation of the annual report of the Commission, and enable it to give fuller information relative to the condition and progress of library work in all sections of the State.

For the Commission,

C. B. TILLINGHAST,
Chairman.

Please forward answer in the enclosed stamped envelope to Mr. Nourse.

Estimate for Interior Painting on Wayland Public Library.

As per specifications: —

All ceilings and cornishes to have old color washed off, all cracks repaired, stains treated and refinished.
All plastered walls to be washed, cracks repaired, touched up, and given 3 coats of paint color as selected.
All painted woodwork to be washed, touched up and given 3 coats of paint color as selected.
All ironwork (brackets, balustrade, stairs etc) to be washed and painted 3 coats of any desired colored paint.
Window sash and sills to be washed, shellaced & Varnished.
All hardwood to be washed, touched up and polished,
Entire first floor to have old finish removed, then stained and waxed.

Ceilings & Cornishes	$ 490. —
Painting (walls, woodwork, and ironwork)	680. —
Windows, sills, and all hardwood	140. —
Floors	200. —
Total Estimate	$ 1510. —

I have assumed that the specifications include Librarians room on the north corner and lavatory room on south corner, also vestibule or entire interior of library above basement except upper floors and furniture and bookcases.

Above Estimate plans for stippled walls and and a guarantee that all work is to be carried out in detail as stated in specifications.

Herbert F. Hanson
Pinebrook Road
Wayland

Tel. Wayland 225

DOVER SUDBURY WAYLAND

SUPERINTENDENT OF SCHOOLS

Telephone Natick 330

March 3,1930.

COCHITUATE, MASS.

Dr.Amos I.Hadley,
Wayland,Mass.

My dear Doctor Hadley:

In behalf of the boys and girls who participated in the Story Hour at the Library I wish to thank you and your Board of Trustees and the Librarians for the cordial service rendered.

For a number of years we have had during Book Weeka party at the Library,a story teller and a collation. I have been asking the teachers as to the type of reading . I have also asked children about their reading. We believe that our boys and girls are quite generally reading a more worth while group of books than in the period previous to our efforts to advertise the better books. Great interest has been aroused in better books this year since we began the four week story hour. An improved taste for worth while reading is a permanent asset.

The Book Exhibit was truly exceptional and I am sure it was

DOVER SUDBURY WAYLAND

SUPERINTENDENT OF SCHOOLS

Telephone Natick 330

COCHITUATE, MASS.....

handled in a manner to satisfy the most fastidious.

Yours truly,

Frank H. Benedict

EDWARD K. PERRY COMPANY
774 COMMONWEALTH AVENUE
BOSTON MASS.

PAINTING DECORATIVE FINISHES

April 9, 1929.

Dr. Amos I. Hadley,
125 Marlboro Street,
Boston, Mass.

Dear Sir:

Our estimate for painting at the Wayland Public Library, Wayland, Mass., is as follows:

Ceilings and cornices: Wash off, repair cracks and tint.

Plaster walls: Clean and repair cracks, touch up and paint three coats.

Woodwork now painted: Clean and touch up and paint three coats.

Hardwood: Clean and touch up.

Window sash and sills: Varnish.

Ironwork including balustrade: Clean and paint three coats.

The above work is for the sum of $1290.00.

If the finish of the first story floors is removed and then the floors are stained and waxed, there will be an additional charge of $300.00.

Yours very truly,

EDWARD K. PERRY COMPANY
By Edward K. Perry.

EKP/M

MRS. GEORGE BISHOP
43 POND STREET
COHITUATE, MASSACHUSETTS

My dear Mr Stone:-

Not knowing who is to have charge of the Reading-Room, Warren thought I'd better send my bills to you, until I knew where they were to go.

You will notice I have a bill of $9.20 for supplies from Library Bureau I was all out of everything & Mr Connelly told me to buy enough for six months, so I did so. I often have to consult with me in charge, so if you will let me know if Mrs Fiske or Mr Martin will do the work, I will appreciate it.

Very truly Yours.
Gertrude D. Bishop.

Free Public Library Commission

MASSACHUSETTS.

C. B. TILLINGHAST . . . . . Boston
SAMUEL S. GREEN . . . . . Worcester
Miss E. P. SOHIER . . . . . Beverly
Mrs. MABEL SIMPKINS AGASSIZ Yarmouthport
DELORAINE P. COREY . . . . . Malden

BOSTON, September 1, 1905.

To the Librarian:

The Free Public Library Commission desires, for use in its next annual report, a brief statement of any important changes or special improvements in your library during the current year. Please give full details of all recent occurrences of special interest to your library, such as gifts, the introduction of new methods, and matters of a like nature, in order that the results of your experience and good fortune may be available for the guidance and encouragement of others.

It is desirable that a complete list of the public libraries and librarians of the State should appear in the report of the Commission; therefore, give the full name of your library, with the full name of the librarian, and a list of your branch libraries (where books are *kept* for delivery), and the names of their custodians. Also, give a list of your delivery stations, with a brief statement of the methods and results of the service performed. The relations of the libraries with the public schools is of great present importance, and information as to your position in the work will be of interest.

This information is intended to be in addition to that contained in your printed report sent to the Commission in reply to the circular of June 1st.

If you will give *immediate* attention to the matter it will greatly facilitate the preparation of the annual report of the Commission, and enable it to give fuller information relative to the condition and progress of library work in all sections of the State.

For the Commission,

C. B. Tillinghast

Chairman.

Please forward answer in the enclosed stamped envelope to Mr. Corey.

TOWN OF WAYLAND

BOARD OF SELECTMEN

WAYLAND, MASS.

January 6, 1931.

Amos D Hadley ~~Chairman~~,
Library Trustees ~~Committee~~,

Dear Sir:

In accordance with the By-Laws of the Town of Wayland your report for 1930 should be submitted to the Board of Selectmen in order that it may be published in the Town Warrant.

Anything that you may do to expedite the matter will be greatly appreciated as it will be necessary that all records be in the hands of the printer not later than February 2nd.

Thanking you for your co-operation, I remain,

Very truly yours,

John W. Leavitt
Clerk

JL/MB

WAYLAND, MASS.

Dear Miss Wheeler.-

I am sending
to our Town Library to-day an old
copy of Mrs. Child's "Flowers for Children."
with many thanks to you for
your aid last week-

Believe me
gratefully yours-
Anna M. Bennett.

Save -
for
Trustees

Free Public Library Commission

MASSACHUSETTS

C. B. TILLINGHAST .. .. Boston
SAMUEL S. GREEN .. .. .. Worcester
Miss E. P. SOHIER .. .. Beverly
Mrs. MABEL SIMPKINS AGASSIZ Yarmouthport
DELORAINE P. COREY .. .. .. Malden

BOSTON, June 1, 1905

To the Librarian:

The Free Public Library Commission desires, for the purpose of compilation, a copy of your printed report for the past year, or of the city or town report in which it appears.

It will advance the work of the Commission if you will mail the report at once, or as soon as it may be ready.

If no report has been or is to be printed, please notify Mr. Corey.

For the Commission,

C. B. TILLINGHAST,
Chairman

Please send reports to

DELORAINE P. COREY, *Malden, Mass.*

LIBRARY OF CONGRESS

LIBRARIAN'S OFFICE

ALL CORRESPONDENCE SHOULD BE ADDRESSED
"THE LIBRARIAN OF CONGRESS,
WASHINGTON, D. C."

WASHINGTON, D. C.

Madam:-

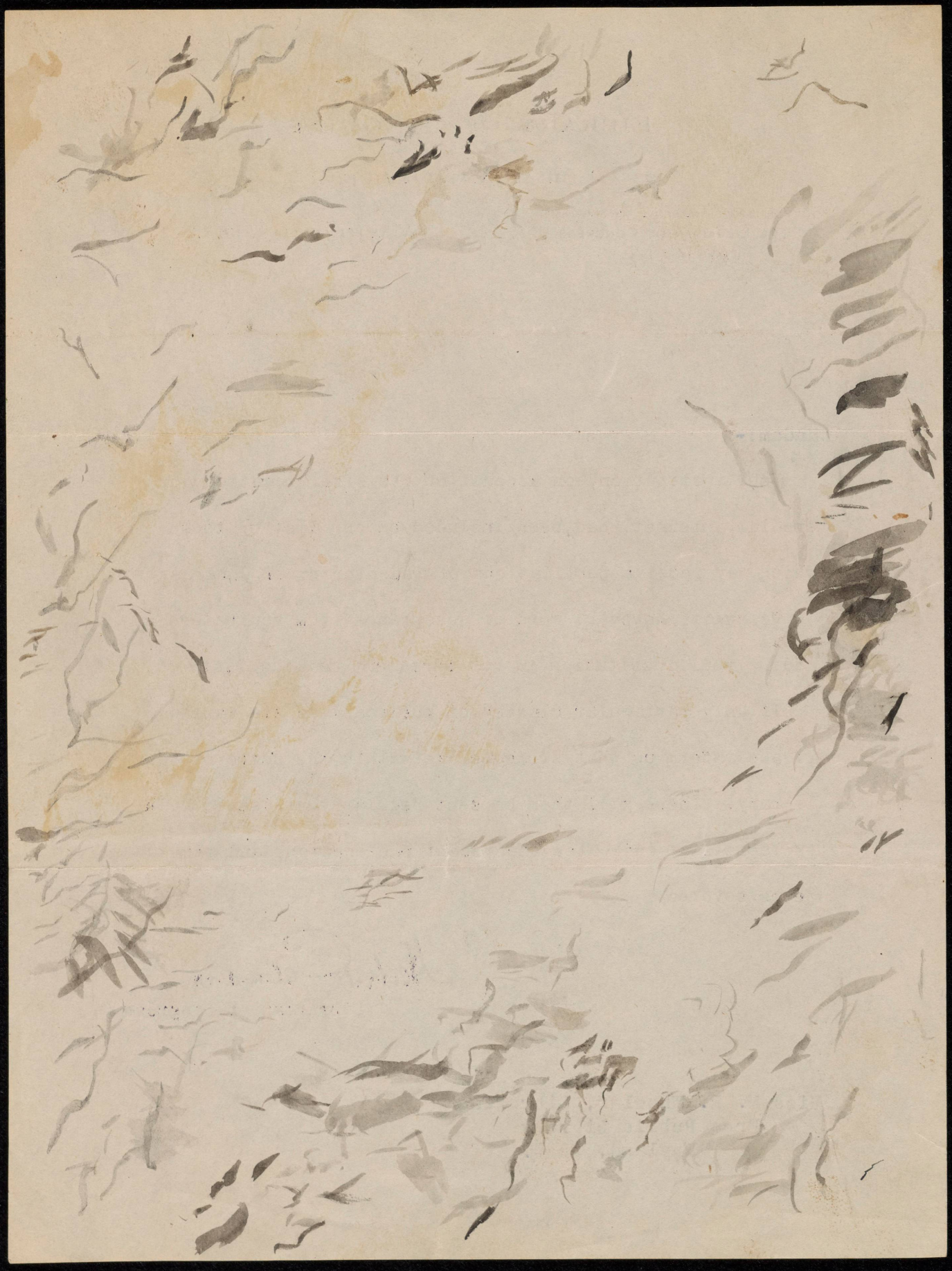
Your institution, on account of its size, location, or special interest, has been included on our list of those which may receive publications of the Library of Congress.

We await, however, word of acceptance from you before adding your institution to our permanent mailing list.

If only particular classes of publications are wanted, please inform us what subjects are within the scope of your library. These will then be sent regularly as issued. The enclosed list indicates the recent publications and the subjects covered.

Herbert Putnam
Librarian of Congress

Miss M. E. Wheeler, Librarian
Free Public Library
Wayland, Mass.



THE AMERICAN JEWISH COMMITTEE

EXECUTIVE COMMITTEE

LOUIS MARSHALL, PRESIDENT
JULIAN W. MACK, VICE-PRESIDENT
JACOB H. HOLLANDER, VICE-PRESIDENT
ISAAC W. BERNHEIM, TREASURER

CYRUS ADLER — JACOB H. SCHIFF
HARRY CUTLER — ISADOR SOBEL
SAMUEL DORF — OSCAR S. STRAUS
J. L. MAGNES — CYRUS L. SULZBERGER
JULIUS ROSENWALD — MAYER SULZBERGER
A. LEO WEIL

CYRUS ADLER, CHAIRMAN, EXECUTIVE COMMITTEE

356 SECOND AVENUE

NEW YORK

ASSISTANT SECRETARY
HARRY SCHNEIDERMAN

TELEPHONE, GRAMERCY 2124

CABLE ADDRESS
"WISHCOM, NEW YORK"

February 1916.

Dear Sir:

The accompanying report on the condition of the Jews in the Eastern war zone is sent to the creators and leaders of public opinion in every part of the country. It contains much information not heretofore published in the United States. Every essential statement of fact is based on evidence emanating from unprejudiced sources, and its accuracy has been verified beyond all reasonable doubt. For example, all the evidence regarding Russia, is derived directly from Russian authority. None of the statements concerning that country comes from sources inimical to it.

This publication may be regarded as a message from its silent millions, to the people of America, and gives utterance to their protest against the cruelties and indignities to which their Jewish compatriots have been subjected. The report is not intended as a polemic or for partisan purposes, or to arouse prejudice. Its sole object is to appeal to human sympathy and to the conscience of the world in the cause of justice. It is issued by an organization that is bent on maintaining an attitude of strict neutrality as between the European belligerents, but nevertheless believes that to know the truth is never untimely. It is even more important to friends than to foes.

Very sincerely yours,

Louis Marshall

President, American Jewish Committee.

THE AMERICAN JEWISH COMMITTEE

Instituted November 11, 1906
Incorporated March 16, 1911
By Act of New York State Legislature

OBJECTS OF THE COMMITTEE

Sec. 2. The objects of this corporation shall be, to prevent the infraction of the civil and religious rights of Jews, in any part of the world; to render all lawful assistance and to take appropriate remedial action in the event of threatened or actual invasion or restriction of such rights, or of unfavorable discrimination with respect thereto; to secure for Jews equality of economic, social and educational opportunity; to alleviate the consequences of persecution and to afford relief from calamities affecting Jews, wherever they may occur; and to compass these ends to administer any relief fund which shall come into its possession or which may be received by it, in trust or otherwise, for any of the aforesaid objects or for purposes comprehended therein.

[*Extract from charter*]

General Delivery.
Atlantic City N J.
19 June 1909

Dear Sir.

I am sending herewith a copy of a little book just published in England, and which I should like to give to the public library in the town of Wayland, in memory of Dr Francis Wayland, from whom I presume the town takes its name. — and who came originally from the same family as myself.

As the subject-matter of the book is likely to be of permanent interest, I shd be glad if you would place it in your Reference Department.

Believe me Sir,

Faithfully Yours

Hector Waylen

Free Public Library Commission

MASSACHUSETTS.

C. B. TILLINGHAST . . . . . Boston
SAMUEL S. GREEN . . . . . Worcester
Miss E. P. SOHIER . . . . . Beverly
Mrs. MABEL SIMPKINS AGASSIZ Yarmouthport
DELORAINE P. COREY . . . . . Malden

BOSTON, September 10, 1907.

To the Librarian:

The Free Public Library Commission desires, for use in its next annual report, a brief statement of any important changes or special improvements in your library during the current year. Please give full details of all recent occurrences of special interest to your library, such as gifts, the introduction of new methods, and matters of a like nature, in order that the results of your experience and good fortune may be available for the guidance and encouragement of others. The relations of the libraries with the public schools are of great present importance, and information as to your position in the work will be of interest.

This information is intended to be in addition to that contained in your printed report sent to the Commission in reply to the circular of June 1st.

If you will give ***immediate*** attention to the matter it will greatly facilitate the preparation of the annual report of the Commission, and enable it to give fuller information relative to the condition and progress of library work in all sections of the State.

You are also requested to fill out and return at once the blank hereto attached, which will be used in preparing a complete list of the public libraries and librarians of the Commonwealth. Branch libraries are to be considered as those places where books are ***kept on hand*** for delivery, and not those stations where books as ordered are sent for delivery at stated times. Early attention to this request will ensure your library its proper place in the list.

For the Commission,

C. B. Tillinghast

Chairman.

Please forward answer in the enclosed stamped envelope to Mr. Corey.

MASSACHUSETTS AGRICULTURAL EXPERIMENT STATION
AMHERST, MASS.

WILLIAM P. BROOKS, DIRECTOR.

May 21, 1908.

TO THE LIBRARIAN:

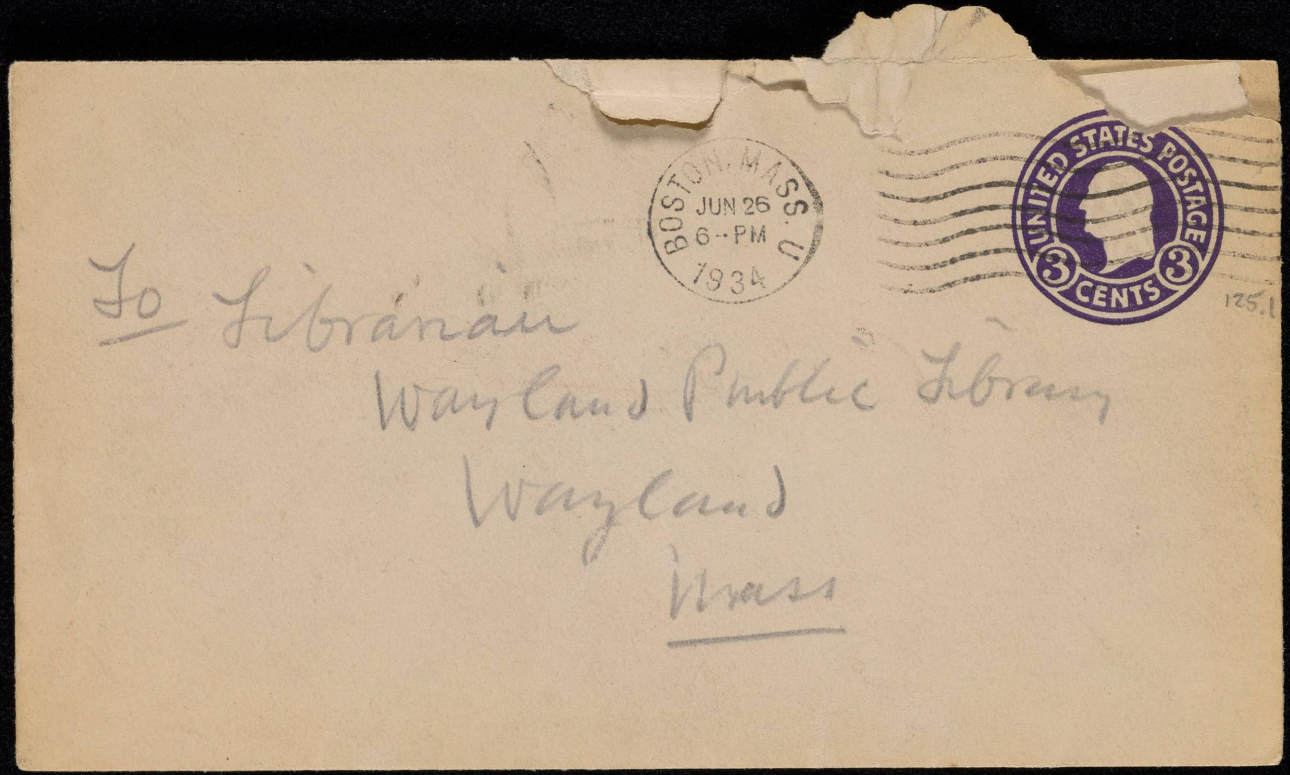
The Massachusetts Agricultural Experiment Station publishes reports and bulletins which contain information of value to many people in the state. These bulletins are sure to be of interest to all those who live in the country or who own land, however small the area, who are interested in the crops of the field and garden or in poultry and the animals of the farm. These bulletins are sent to many citizens, but they cannot be sent to all. It would seem to be desirable, therefore, that sets as complete as possible should find a place in our libraries. If you would like to have your library placed upon the mailing list for such publications as are now available and for all future publications, I shall be glad to enter it on hearing from you.

Sincerely yours,

Wm. P. Brooks

Director.

FLD.


BOSTON, MASS.
JUN 26
6 -- PM
1934
U.S.
UNITED STATES POSTAGE
3 CENTS 3
125.1
To Librarian
Wayland Public Library
Wayland
Mass

125.2

115 Wellesley Ave
Wellesley Mass
June 26. 1934

Librarian Wayland Public Library
Wayland - Mass -

The other day I looked thru your cards on Lafcadio Hearn and saw that you have in your library a copy of "Stray Leaves from Strange Literature" 1884 James Rosgood & Co Boston - This book is now rare and in good condition sells for anywhere from $50.- to $100.= I have seen it bring 100 = and saw copy on 1934 catalogue offered at $75.= May I suggest that you withdraw your copy from circulation & in its place put a copy

Hoping I have not been rude
in sending you this letter
I am
Very truly yours
Harris Kennedy

of the undated H M Co reprints which can be had for a few Dollars - I am a Hearn Collector and could not feel happy until I had called your attention to this volume - The other volumes you had listed are -

Glimpses of Unfamiliar Japan 2 vol 1895
(1st Edition 1894)

1st Ed { Reminiscence of Lafcadio Hearn by Setsu Koizumi 1918
Mrs Hearn

1st Ed { Shadowings L B & Co 1900

Two years in French West Indies 1902
(1st Ed 1890)

1st Ed { Life & Letters - Borland 1906
(There are a Ltd Ed with page of MS & Trade Edition of this -
200 copies of the Ltd were issued

126.1

S. W. MEAD
11-15 PEMBERTON SQUARE
BOSTON

BOSTON, MASS
MAY 18
1 - PM
1914

Mrs. Alfred W. Cabling
Wayland
Mass.

126.2

OFFICE OF
SAMUEL W. MEAD
ARCHITECT
11-15 PEMBERTON SQUARE
BOSTON

My dear Mr. Cutting -

I have your note of the 15th inst -
The Library basement plan would probably show the drain you speak of, but I cannot get at them just now, for they are packed away in the top of my house and I am just leaving town to morrow for the Summer -
As I recall it, there is no general drain all around the building as there was no place suitable for an outlet - but the North side was drained, extending around the ends of the building, and I think they discharged into the deep trenches on the South side which were always full of water to the brook level -
I wish I might verify this from the plans & specifications and will try to remember to do so at the first opportunity

Yours truly

May 18

S W Mead

WATER SUPPLY IRRIGATION SEWAGE ELECTRIC LIGHTING

CHESTER S. DAY, PRES.
CHARLES J. JAGER, TREAS.
WILLARD A. BOURNE, GEN. MGR.

CHARLES J. JAGER COMPANY

CONSULTING AND CONTRACTING ENGINEERS

DEMING PUMPS FOR NEW ENGLAND

CHARLES O. ROGERS, ENGR. MEM. AM. SOC. M. E.
JOHN H. ASHWORTH MGR. PROVIDENCE BRANCH

PROVIDENCE, R. I.
33 CANAL ST.

BOSTON
15 CUSTOM HOUSE ST.

15 CUSTOM HOUSE STREET, BOSTON

May 15, 1918.

Mr. Alfred W. Cutting, Sec.,
The Wayland Free Public Library,
Wayland, Mass.

Dear Sir:-

With reference to the examination of the Library Building in connection with the question of the installation of a water supply system for the same, we would say that it will be necessary to provide first a driven well for the water supply. It is probable that it will be a comparatively simple matter to drive a 2" point in the ground under the cellar floor and develop all of the water required for every purpose. It is not possible, however, to guarantee a result on this part of the work, since we may strike ledge or a boulder or some impervious strata which will not permit water to flow feeely to the point, and therefore it should be understood that while there is very little risk of failure, still it would be well to guard against contingencies which may develop expense in excess of an estimate on this item. We have figured that a total depth of 20 ft. will cover every probable requirement, but wish to guard against any development which would make it impossible for us to drive a well inside of the cost figured.

With reference to the pumping equipment, we would suggest that a small compression tank with an automatically controlled, electrically driven pump be used, with connection to the well and to the tank, with all necessary safeguards in the way of relief valve, pressure gauge and controls. From the tank to the present water supply lines connection would be made through galvanized iron pipe to supply the fixtures in the building.

We are enclosing herewith circular showing Outfit 2551, and also pneumatic pressure tanks, and would suggest for your purpose that we install a pumping

outfit having a capacity of 3 gallons a minute against 40# pressure, with a galvanized steel storage tank of 53 gallons capacity. This tank would be fitted with pressure gauge, water gauge glass and connected directly to the pump and well for continuous supply. Wiring connections would be made from your meter to the motor, and automatic control system would be provided so that the motor would start automatically whenever it was necessary to replenish the supply of water taken from the tank. If desired, at a slight additional expense, a fresh water supply pipe could be connected to the most convenient location on the first floor, so that whenever this faucet was opened fresh water would be delivered for drinking directly from the well, the water from the tank being used only for washing and flushing purposes. We have not included the fresh water drinking connection,— as being not absolutely necessary in the situation.

Detailed estimates of cost of the system complete, installed, are as follows:

1	Special Electric, Automatic, Water Supply System as described	$185.00
1	20-Ft. Driven Well installation	60.00
50	Ft. 3/4" Galvanized Pipe for connection from tank and well and pump to service branch	45.00
	Transportation of materials and men, foundations, teaming and labor	100.00
	Total	$390.00

It would be well, in our opinion, for your Board of Trustees to appropriate not less than $500. to cover the cost of this installation, because of the uncertainty attaching to the driving of a well. This may be one of the simplest possible details, and on the other hand may involve quite a little expense if properly handled and the work completed so as to develop a satisfactory result. Its success depends upon finding a strata of ground beneath the cellar floor of sufficient permeability to yield water to a drive point in satisfactory quantity, and the location

seems to be an exceptionally favorable one for this development.

We will be very glad to go into this matter with you further at your convenience, and thanking you for the opportunity to make estimates, remain

Yours very truly,

CHARLES J. JAGER COMPANY.

Dict. by

CJJ/D.

OFFICE OF TREASURER

Sept. 3, 1920

A. W. Cutting, Secy.,

Wayland, Mass.

Dear Sir:-

Referring to the Chas. J. Jager bill, which you say was forwarded for payment - it must have been hung up somewhere, as it has not reached me. I will refer the matter to the Auditor, and have him look it up.

Yours very truly,

Treasurer.

Sept. 5, 1930

A. W. Cutting, Sec'y.,

Weyland, Mass.

Dear Sir:-

Referring to the Chas. J. Jager bill, which you say was forwarded for payment - it must have been hung up somewhere, as it has not reached me. I will refer the matter to the Auditor, and have him look it up.

Yours very truly,

Treasurer.

Chester S. Day, *Pres.*
Charles J. Jager, *Treas.*
Willard A. Bourne, *Gen. Mgr.*
Charles O. Rogers, *Engr.*
Mem. Am. Soc. M. E.

Branch Stores
33 Canal St., Providence, R. I.
13 Exchange St., Portland, Me.

DEMING PUMPS THE WORLD'S BEST

CHARLES J. JAGER COMPANY

WATER SUPPLY - IRRIGATION
SEWAGE - ELECTRIC LIGHTING

NEW ENGLAND DISTRIBUTORS
Deming Hydropneumatic Water Systems, Hand and Power Pumps, Brownwall Engines,
Hydropneumatic Tanks, Windmills, Tanks, Towers, Motors, Generators, Oil Engines

15 CUSTOM HOUSE STREET, BOSTON Aug. 12, 1920.

Mr. Alfred Cutting,
Wayland, Mass.

Dear Sir:-

No contract is binding unless approved
by a designated officer of the Corporation

Mr. Bourne understood you to say when you were last in the Office, that the bills had been passed through for payment on the job recently finished for the Library, and we thought the check should have been in before this time. We are wondering if you can do anything to hurry it along, as if there is any reason for holding up on the payment we would be glad to be advised of it.

Thanking you for your courtesies in the past and for the attention you may give this request, we are

Yours very truly,

CHARLES J. JAGER COMPANY.

Dict. by Chester S. Day

CSD/D.

Chester S. Day, *Pres.*
Charles J. Jager, *Treas.*
Willard A. Bourne, *Gen. Mgr.*
Charles O. Rogers, *Engr.*
Mem. Am. Soc. M. E.

Branch Stores
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DEMING PUMPS THE WORLD'S BEST

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SEWAGE - ELECTRIC LIGHTING

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Hydropneumatic Tanks, Windmills, Tanks, Towers, Motors, Generators, Oil Engines

15 CUSTOM HOUSE STREET, BOSTON , July 6, 1920.

Mr. Alfred W. Cutting
Wayland, Mass.

Dear Mr. Cutting:

No contract is binding unless approved by a designated officer of the Corporation

Your favor of the 1st. is received and apparently it leaves us helpless in the matter of the enclosure for the water supply plant. Will you kindly arrange to make payment for the balance of the work with the express understanding that this letter relieves the Library Trustees from any demand from us for the enclosure as billed.

Our man certainly acted in good faith in this matter and we are very sorry that so complete a misunderstanding could develop under any circumstances.

We trust that you will be able to arrange the matter of prompt payment as above suggested and awaiting your further favor, remain

Yours very truly,

CHARLES J. JAGER COMPANY.

Dict.by C. J. Jager Jr.

CJJ/S

133

Chester S. Day, *Pres.*
Charles J. Jager, *Treas.*
Willard A. Bourne, *Gen. Mgr.*
Charles O. Rogers, *Engr.*
Mem. Am. Soc. M. E.

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15 CUSTOM HOUSE STREET, BOSTON

June 29, 1920.

Mr. Alfred W. Cutting, Sec'y.,
Wayland Free Public Library,
Wayland, Mass.

Dear Mr. Cutting: No contract is binding unless approved by a designated officer of the Corporation

We learn from our foreman in charge of the job at the Public Library, that the man who ordered the wire enclosure of the plant was a tall gentleman, apparently in charge of everything, and the janitor told Mr. Butler that he was the man in supreme authority in the situation. Mr. Butler did not obtain the gentleman's name, but undoubtedly this will locate him with you.

We trust that this will clear up the matter, and remain

Yours very truly,

CHARLES J. JAGER COMPANY.

Dict. by Chas J Jager

CJJ/D.

The above is of course an absolute falsehood - When I was looking at the work the man came along & volunteered as to the fence & I supposed it was a part of the work agreed on &

simply expressed a/c/worse as any casual
onlooker would have done: neither do I
believe Metcalf told the man that I was
in supreme authority, for I take special pains
to keep in the background as far as Metcalf
is concerned & in other ways as well, Metcalf
knew I had nothing to do with the water matter.
The woman who was going over the books etc
with your permission probably finished
last week, & I was going to suggest to
you that you ask Metcalf to clean
all the windows, but I presume he
has done it since the painting of
the sash etc.

I do not wish to appear in this matter
of the Jagen Co, & I send this check to
you, not because I consider myself
in any way responsible for the fence
or that I encroached to the slightest
extent in your business with which I
had nothing to do & of the details of
which I was entirely ignorant.

I send it to save talk & bother of
which there is too much in this world.
Pay them with your personal check please, &

Yours T. S.

Chester S. Day, *Pres.*
Charles J. Jager, *Treas.*
Willard A. Bourne, *Gen. Mgr.*
Charles O. Rogers, *Engr.*
Mem. Am. Soc. M. E.

Branch Stores
33 Canal St., Providence, R. I.
13 Exchange St., Portland, Me.

CHARLES J. JAGER COMPANY

WATER SUPPLY - IRRIGATION
SEWAGE - ELECTRIC LIGHTING

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15 CUSTOM HOUSE STREET, BOSTON

June 24, 1920.

Mr. Alfred W. Cutting, Sec'y.,
Wayland Free Public Library,
Wayland, Mass.

Dear Mr. Cutting:

No contract is binding unless approved
by a designated officer of the Corporation

We have your letter of the 22nd., and do not understand how there should be any mixup in the matter of the wire enclosure. The foreman who was in charge of the job is out of town and until he returns, or we can get in touch with him, we cannot advise you as to who placed the order for the enclosure. As soon as we have his report we will advise you further.

Regretting the situation, we remain

Yours very truly,

CHARLES J. JAGER COMPANY.

Dict. by Chas J Jon

CJJ/D.

Chester S. Day, *Pres.*
Charles J. Jager, *Treas.*
Willard A. Bourne, *Gen. Mgr.*
Charles O. Rogers, *Engr.*
Mem. Am. Soc. M. E.

Branch Stores
33 Canal St., Providence, R. I.
13 Exchange St., Portland, Me.

DEMING PUMPS THE WORLD'S BEST

CHARLES J. JAGER COMPANY

WATER SUPPLY - IRRIGATION
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15 CUSTOM HOUSE STREET, BOSTON, April 16, 1920.

Mr. Alfred W. Cutting
Wayland, Mass.

Dear Sir:-

No contract is binding unless approved
by a designated officer of the Corporation

Your valued favor of the 15th. is duly received and we thank you very much for the order for the work at the library.

We will send out the materials and tools for driving the well at once and as soon as results are established at this point we will go into the matter of installing the balance of the equipment so that we can complete the job.

It is the writer's recollection that there was some talk about driving the well outside the building instead of through the cellar floor and if you will advise us concerning this point we will instruct our workmen accordingly. It would be our opinion that the well would better be driven through the cellar bottom so as to have it near the pump, but we will of course follow the preferences of your committee if you will indicate same to us.

We await your advice, and remain

Yours very truly,

CHARLES J. JAGER CO.

Dict. by Chas J. Jagr.

CJJ/S

Chester S. Day, *Pres.*
Charles J. Jager, *Treas.*
Willard A. Bourne, *Gen. Mgr.*
Charles O. Rogers, *Engr.*
Mem. Am. Soc. M. E.

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CHARLES J. JAGER COMPANY

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15 CUSTOM HOUSE STREET, BOSTON Feb. 13, 1920.

Mr. Alfred W. Cutting,
Wayland, Mass.

No contract is binding unless approved by a designated officer of the Corporation

Dear Sir:-

Your valued favor of the 12th. is at hand, and we regret very much the development in the situation. We could drive the well outside just as well as inside, following your suggestion that we use the present pipe, and it is unfortunate that the matter had to lay over. We will be very glad, however, to hear from you at your convenience after the next meeting of the Trustees.

Yours very truly,

CHARLES J. JAGER COMPANY.

Dict. by Chas J Jager

CJJ/D.

137

Chester S. Day, *Pres.*
Charles J. Jager, *Treas.*
Willard A. Bourne, *Gen. Mgr.*
Charles O. Rogers, *Engr.*
Mem. Am. Soc. M. E.

Branch Stores
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15 CUSTOM HOUSE STREET, BOSTON Dec. 13, 1919.

Mr. Alfred W. Cutting, Sec'y.,
Wayland Free Public Library,
Wayland, Mass.

Dear Sir:-

No contract is binding unless approved
by a designated officer of the Corporation

Replying to yours of the 12th. we beg to say that the prices over our estimate of May 15th, 1918, would be advanced $22.30. We could do the work at that advanced figure now.

Hoping to be favored with your order, we remain

Yours very truly,

CHARLES J. JAGER COMPANY.

Dict. by Charles D. Day

CSD/D.

OFFICE OF
SAMUEL W. MEAD
ARCHITECT
13 PEMBERTON SQUARE
BOSTON

Mr. Alfred W. Cutting
Wayland Public Library —

Dear Sir —
I received your letter of the 15th inst upon my return to the office this week — I do not consider the roof of the Library dangerous in construction, and do not believe any plaster will fall — other than dust coming from cracks — I meant to suggest in my letter of Aug. 11 some additional work to the present construction might prevent a recurrence of damage to the decorations.

Very truly yours
S. W. Mead

Sept. 21. 1910

8—401

139

OFFICE OF
THE DIRECTOR
—
LIBRARY

Department of Commerce and Labor
BUREAU OF THE CENSUS
Washington

May 16, 1904.

Dear Madam:

It is desired to establish a file, in the Library of the Bureau of the Census, of the publications of the public, society and school libraries throughout the country, and in order to do this I would ask that this library be placed on your permanent mailing list to receive, annually, the reports and bulletins of your library. Your compliance with this request will be greatly appreciated.

Please note the correct official address: The Library, Bureau of the Census, Washington, D. C.

Very respectfully,

S. N. D. North

Director.

Sarah E. Heard, Librarian,
Free Public Library,
Wayland, Mass.

CROSS HOUSE,
WAYLAND,
MASSACHUSETTS.

Jan. 6" '05

Dear Mr. Cutting.

I m looking over my books I find I have a few duplicates. I should like to present them to the Town Library if they would have them. I enclose a list. They are all fairly good books. If the Library can use them I will be pleased to send them down any time.

yours sincerly

Henry W. Patterson

141

The Great Adventures, Shackleton
Castle Rackrent Maria Edgeworth ✓
Ormond " "
First of the English Gunter
Dorothy Vernon Chas. Major ✓
The Black Tortoise F. Viller
Vigilante Days. Langford 2 vols. (bindings different)
Soldiers Three R. Kipling ✓
Japhet Capt. Marryat
Jacob Faithful " "
Wandering Jew 2 vols. Eugene Sue ✓
When I Was Czar Arthur Marchmont
Count Zarka Sir William Magnay
Omoo Herman Melville
Darrow Enigma M. L. Levery
Zealot in Tulle. Mrs. Wildrick
Etelka's Vow Dorothea Gerard
Our Friend the Charlatan Geo. Gissing
Ennemoser's History of Magic 2 vols.
Centuries Apart E. T. Bouve.
Jocelyn Cheshire Sara Kennedy.
Ramona Helen Jackson ✓
An Old Fogy Mrs. Walworth
When it was Dark G. Thorne.
The Castaway H. E. Rives
The Panchronicon MacKaye
Spinners of Life Vance Thompson
The Motor Pirate Paternoster

Works of	Charles Lever	32 vols	
" "	George Borrow	5 "	
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Openings in the Old Trail.	Bret Harte		
Trent's Trust	" "		
Three Partners	" "		
Protege of Jack Hamlin	" "		
Mill on the Floss	George Eliot		✓
Pudd'nhead Wilson	Mark Twain		
Laramie	Capt. Chas. King		✓
An Initial Experience	" "		✓
The Deserter	" "		✓
Kitty's Conquest	" "		✓
Between the Lines	" "		✓
Colonel's Christmas Dinner	" "		✓
Trials of a Staff Officer	" "		
Starlight Ranch	" "		✓
Sunset Pass	" "		
Master of Millions	G. Lorimer		
The North Star	M. E. Henry-Ruffin		
Richard Carvel	Churchill		✓
Last Confession	Hall Caine		
The Manxman	" "		✓
Rory O'More	Samuel Lover		
Irish Stories	" "		
Mary Lover	Sara Orne Jewett		✓
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Story the Key told Mr.	W. H. H. Murray		

142

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BUREAU OF FORESTRY.

U. S. DEPARTMENT OF AGRICULTURE.
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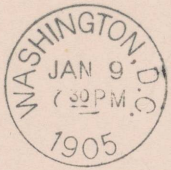
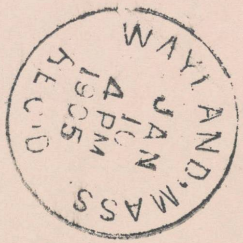


Library,

Free Public Library,

Wayland,

Mass.



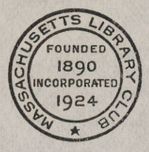
U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF FORESTRY,
WASHINGTON, D. C.

The publications of the Bureau of Forestry embody the results of its investigations in the different lines of its work. In order that this information may be accessible to as large a number of readers as possible, a list of libraries is maintained to which the publications are sent free of charge. If you desire to have them mailed to your library, as issued, it is requested that you signify this by filling the return portion of this card with the name and post-office address of your library or institution.

THE FORESTER,
U. S. DEPARTMENT OF AGRICULTURE,
WASHINGTON, D. C.

Massachusetts Library Club

Vice-Presidents, Jane A. Hewett, Norwood, and Florence E. Wheeler, Leominster; Delegate to Council of A. L. A., Charles F. D. Belden. Executive Committee: The Officers; Joyce G. Bisbee, Alice G. Chandler, Louisa M. Hooper, Edna Phillips, Chairmen of Committees; and Edward H. Redstone.



President, Frank H. Chase
Boston Public Library

Secretary, Mrs. Bertha V. Hartzell, Dana Hall Library, Wellesley; Treasurer, George H. Evans, Somerville Public Library; Recording Secretary, Galen W. Hill, Quincy Public Library; Editor, William N. Seaver, Massachusetts Institute of Technology, Cambridge.

May 27, 1926

To the President of the Board of Trustees,
Free Public Library, Wayland, Massachusetts.

My dear Sir:

On behalf of the Massachusetts Library Club I have asked the Librarian of your Library to lay before you this letter, in the hope that its subject will appeal to your Board; if you have already taken action, you will, of course, disregard this appeal.

The American Library Association celebrates this year its Fiftieth Anniversary. The year has already been marked by many notable and encouraging events, and has brought gratifying recognition from many quarters. The whole library movement is striding forward.

As a means of making the Anniversary more significant the Association seeks to gather a fund of $35,000. Some $27,500 is already in hand, of which Massachusetts has contributed $2,650.25, a sum exceeded only by the contributions of California and Illinois. In view of the fact that Mr. Charles F. D. Belden, a Massachusetts man, is this year President of the A.L.A., we are very anxious that Massachusetts should take the leading place in making up this fund; and we appeal to you for help.

Library Trustees of the state have thus far given assistance in three ways:

(1) By personal subscriptions, either in their own names or in that of their library.
(2) By voting subscriptions from unrestricted library funds.
(3) By appropriating $25 or more, to be charged to book funds, for the purchase of the special Anniversary edition of the publications planned as a prominent feature of the celebration. These can be billed in regular form and will include the A.L.A. Catalogue, 1926; two volumes of the Library survey which is expected to supply invaluable data on the conduct of libraries; and Reports of the Commission on the Library and Adult Education and the Committee on Library Extension, both of vital importance.

It is the hope of the librarians of the state that both individually and collectively the members of your Board will take favorable action towards the early completion of the Anniversary Fund. We believe the money will be so expended as to contribute directly to the progress of all the libraries of the country, and we want Massachusetts to lead. Will you not help us?

All subscriptions should be sent before June 15, if possible, to the Club Treasurer, George H. Evans, Somerville Public Library, or to the Treasurer of the A.L.A.

Sincerely yours,

Frank H. Chase

President, Massachusetts Library Club.

FREE PUBLIC LIBRARY COMMISSION
OF
MASSACHUSETTS

State House, Boston, November 15, 1910.

Chairman of the Trustees,
Free Public Library,
Wayland, Mass.

My dear Sir:-

On October 1st a blank similar to the enclosed was sent to your library, but up to the present time it has not been returned. It has probably been mislaid or overlooked. In order that your library may be represented in our statistics, it is important that the Commission should have the information called for on this blank. If items of interest can be obtained, they will be noted in the appropriate section of the Commission's annual report. Will you please have the blank filled out and sent to me at your early convenience?

Information is particularly desired relating to the following:-

Full name of the librarian of the main library and the full names of the librarians at the branch libraries, if there are any, and also the names of the branch libraries.

Number of bound volumes in the library, including the branches.

Circulation for home use for the year, including the branches.

Any gifts of importance, or bequest for library purposes, with the names of the donors.

Any new buildings for library uses, begun, finished or planned, or any extensions or improvements.

Any noteworthy changes or improvements in methods of administration.

Any library news of interest.

Your kind attention to this request will be appreciated.

Sincerely yours,

Charles Belden

Chairman.

146

Miss Margaret Wheeler Boston, Mass., Oct. 31. 1918
Wayland, Mass.

NEW ENGLAND BRANCH

American Fund for French Wounded

304-306 BOYLSTON STREET
BOSTON, MASSACHUSETTS

Telephone, Back Bay 145

Oct. 22 As per Sales Slip 38.52

PAID
Nov. 19 1918
N. B. BRANCH
AMERICAN FUND FOR FRENCH WOUNDED
By A. G. R.

147

American Fund for French Wounded

New England Branch, 304-306 Boylston Street

Letter

Boston, Oct 22, 1918

Sold to Miss Margaret Wheeler
Wayland
Mass

By _____

AMOUNT	$	MATERIAL
		Gauze, cut
		Gauze, uncut
12 rolls	8.64	- tape 1/2 in. .02
432 yd		Bandage cotton
1 gross	60	+ Buttons .60
		Cover "
		Absorbent "
2 bolts	29 28	- Flannel grey 24
12274	38 52	Wool
		Needles
Send to		Patterns
Mr. Morton		2 dresses
		Stamps
45 Bay State Road.		
Boston		
Mass		

Please make checks payable to "AMERICAN FUND FOR FRENCH WOUNDED."

American Fund for French Wounded

New England Branch, 306-309 Boylston Street

Boston

Sold to

AMOUNT $ MATERIAL

Cotton

Linen, thread

Hand preparation

Cloth

Absorbent

Flannel

Wool

Needles

Bandages

Pins

Stamps

Please use this receipt when sending "AMERICAN FUND FOR FRENCH WOUNDED."

American Fund for
French Wounded

Wayland Branch.

Orbit

			#	
June 27		Mrs. Joseph Seabury (balance in Treasury)	17	02
June 24		Mrs. J. K. Clement	5	00
	24	Mr. J. K. Clement	5	00
	26	Mr & Mrs W. L. Raymond (for July.)	3	00
	26	Mrs. Geo. E. Sewall	5	00
	27	Mrs. Robert Ames. (for July.)	5	00
	25	Miss Coolidge	1	00
July	1	Mrs. Hazen Clement	10	00
"	1	Mr. Edwin A. Rogers	10	00
	2	Mrs Harry H. Holmes	10	00
		Mrs. Llewellyn Mills	20	48
		Mrs. David Haskins	12	00
		Mrs. Wells	1	00
		Cash - (Mrs. Holmes collected by. from Mrs. Merrill .55 Mrs Small .50 Isabel Morrison .25 Mr. G.E. Dwight .25 Mrs. Wright .25	1	80
July	5	Mrs Martin Edwards (for June & July)	2	00
			108	30

Credit.

July 2. Am. Fund F.W. for 500 yds. Gauze 16x18 @ 4.15			20 75	20 75
July 23 Cash on hand			87 55	
				108 30

Debit.

Amount Brought Forward $108.30

July	5	C. Mifflen Frothingham for dance	8	25
July	23	Mr. Francis Shaw	25	00
	23	Mrs Van Rensselaer	1	00
July	23	Mrs Mills	5	00
	23	Mr. Hazen Clement	2	00
	23	Mrs. Fred P. Hall	3	00
Aug	8	Mrs Sidney Hayward	5	00
"	20	Mrs Sidney Stone	10	00
"	"	Miss Colin Bennett	1	50
	"	Mrs Wm S. Raymond (for August.)	3	00
	27	Mrs Van Rensselaer	1	00
	27	Mrs Holmes nurse		25
	28	Mr. Wallace S. Draper	25	00
Sept	3.	Mr. Chas. A. Phipps	25	00
		Mrs. A. B. Hastings	5	00
Sept.	5	Miss Anna P. Loring	15	
		Mrs. Arthur Bullard	1	
			$136	00

136 00

$244 30

Credit.

Amt. spent brought forward - 20 75

June	27.	A.T.T.W.	1000 yds - 44. 25 lb. bags. .50 .45	44	95
July	3.				30
"	17-18.	"	flannel. 12.60 pattern 10	12	70
	17	"	" Twine		72
				$ 58	67

Sept	7	A.T.T.W.	1000 yds. gauze	44	00	
				102	67	102 67
						123 42
Sept	7	Left on deposit				120 88
						$ 244 30

		Brought forward On Deposit	$120	88
Sept	9	Mrs Leonard Draper	5	—
	10	Mr. Hazen Clement	10	—
	10	Mr. Edmund S. Sears	5	—
	10	Mrs Frank Jones	1	—
	18	Mrs Hazen Clement	10	—
	30	Mrs Martin Edwards (for Aug. Sept. Oct.)	3	—
	30	Mrs. Edwin A. Rogers	5	
Oct	5	Mrs. Mifflin Frothingham	5	
			$164	88

Sept	5	1000 yds. (4.40	$	44	00
		1 gross bullins (.60)			60
		1 bolt. 24 ℄ flannel		12	24
		1 pajama pallers			15
	12	50 bags. + postage			57
	26	1 bolt. flannel		12	60
	27	1 bolt "		11	28
				81	44
Oct	7	Cash on Hand		83	44
			$	164	88

		Brought forward	$ 83.44
Oct		Mr. Kimball	√ 00
Dec	√	Credit on tape	7 20
Mar		Sale tape 4 yd stick	$ 96 √0 1.4

Nov	19	2 bolts flannel, 12 rolls tape, buttons		38	52
		Cotton, twine etc.		2	88
		Cash on hand		54	74
				96	14

24F

153

Miss Margaret Wheeler
Wayland, Mass

Boston, Mass., Dec. 31. 1918

NEW ENGLAND BRANCH

American Fund for French Wounded

304–306 Boylston Street,
Boston, Massachusetts

Telephone, Back Bay 145

Nov. 9 Credit due you
for Tape retd J. 20

OFFICE OF
SAMUEL W. MEAD
ARCHITECT
13 PEMBERTON SQUARE
BOSTON

August 11, 1910.

Mr. Alfred W. Cutting,

Wayland, Mass.

Dear Mr. Cutting:-

I have studied the matter of damaged plaster at the Wayland Library as you requested, and am satisfied that the cracks are due to structural weakness of the roof and ceilings, also shrinkage of timbers in the furring.

To remedy the weakness of roof I would suggest securing the valley rafters with ~~the~~ tie rods running diagonally across the building above the ceiling of the main book room. To remedy the weakness of Reading Room dome, ~~it~~ would require substantial supports suspended from the roof above, and considerable blocking between the rafters. There appears to be no weakness from the foundations.

With a renewal of the damaged plastering and the changes I have noted to the roof structure, I should consider there would be no further extraordinary expenditure to keep the building in suitable repair.

I have not made a detailed estimate of the cost of making these repairs, but should consider it might cost $1000.00

Very truly yours,

Chester S. Day, *Pres.*
Charles J. Jager, *Treas.*
Willard A. Bourne, *Gen. Mgr.*
Charles O. Rogers, *Engr.*
Mem. Am. Soc. M. E.

Branch Stores
33 Canal St., Providence, R. I.
13 Exchange St., Portland, Me.

CHARLES J. JAGER COMPANY

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NEW ENGLAND DISTRIBUTORS
Deming Hydropneumatic Water Systems, Hand and Power Pumps, Brownwall Engines,
Hydropneumatic Tanks, Windmills, Tanks, Towers, Motors, Generators, Oil Engines

15 CUSTOM HOUSE STREET, BOSTON September 14, 1920.

A. W. Cutting, Secretary
Wayland Public Library
Wayland, Mass.

No contract is binding unless approved
by a designated officer of the Corporation

Dear Sir:-

Can you tell us why we do not get a check for our account? We do not seem to hear a word from anyone regarding it and as we understand the bill has gone through for payment and approved we cannot understand why we are being kept so long. Any information you can give us will be very much appreciated.

Yours truly,

CHARLES J. JAGER CO.

Dict. by C. D. Rogers

CSD/S

A. W. Cutting, Secretary
Wayland Public Library
Wayland, Mass.

Dear Sir:-

Can you tell us why we do not get
a check for our account? We do not seem
to hear a word from anyone regarding it and
as we understand the bill has gone through
for payment and approved we cannot understand
why we are being kept so long. Any information
you can give us will be very much appreciated.

Yours truly,

CHARLES J. JAGER CO.

CCJ/E

The M O Publishing Bureau
119 Nassau Street
New York City
Tel. 2350 Cortlandt

Librarian

Library

Wayland, Mass.

Dear Sir:

We have been requested on behalf of a friend of the library to donate to you such of the following books as are not on your shelves. Will you please advise us at once which, if any, of these books you have, in order that we may make prompt shipment of the balance?

Thanking you for your courtesy in advance, we are,

Very truly yours,

THE M O PUBLISHING BUREAU

CAB/LJH

Chas. A. Bowman Jr

CONCERNING MUNICIPAL OWNERSHIP, VOLUME 1, (1906).
ON MUNICIPAL AND NATIONAL TRADING, by Lord Avebury
MUNICIPAL OWNERSHIP IN GREAT BRITAIN, by Hugo R. Meyer.
DANGERS OF MUNICIPAL OWNERSHIP, by Robert P. Porter.

Wayland, Mass.
September 7, 1905.

Mr. Arthur G. Bennett,

Dear Sir,

I would like to subscribe to "Physique Culture for Boys and Girls" to be sent to the Wayland Library if the committee approved.

I have not a specimen copy to send you but feel sure it is a magazine which will be of help to the children. Kindly let me know if the committee will accept it.

Yours truly,
H. Elizabeth Coolidge.

B. F. BUCK & COMPANY
PUBLISHERS

CABLE ADDRESS
AMARTSOC-NEWYORK

TELEPHONE 835 GRAMERCY

160 FIFTH AVENUE, NEW YORK

August 28th, 1905.

Librarian,

Free Public Library,

Wayland, Mass.

Under separate cover, by Express, I am sending to you one copy of the "Diamond Mines of South Africa". The volumes speak for themselves.

Three Hundred and Fifty sets of this work have been placed in my hands for distribution to American Libraries, and I offer this set to your Library, at absolute cost,- $4.35. Will you kindly examine the books at your earliest convenience, and if you wish to accept them, please return the enclosed order to me, duly signed.

If the time for payment specified in the order is too short, and a reasonable extension is necessary to your actance of the books, please notify me, and I will try and arrange to conform to your desires in the matter.

As a book buyer you will appreciate at once the great value of this work and the exceptionally low price at which it is offered.

The maps and illustrations are, for the most part, very rare, and as the work will soon go out of print, it is a good investment at the full price.

Only 350 copies can be had at any price, - the entire Edition for America, which was limited to 2000 sets, having been sold at $15.00 each.

Kindly acknowledge receipt of the books.

Awaiting your favor, I beg to remain,

Very truly yours,

B. F. Buck.

Mr. Connelly:- There are 1132 volumes, including 32 bound magazines in the Reading Room. also the following periodecals —

Delineator
Nurseys
Ladies' Home Journal
Collier's
Harper's Monthly
St. Nicholas
Scientific Amer.
Garden Magazine
Youths Companion
Sat. Evening Post.
World's Work
Century
Popular Mechanics
Review of Reviews
World's Advance.

~~No. of books lost~~ 1. Peggy in the Rain
" " " destroyed 2
" " " not returned 5
" " " to be bound or replaced 25

10

25

OTHER MEMBERS

Hiller C. Wellman
Librarian City Library
SPRINGFIELD, MASS.

Mrs. H. L. Elmendorf
Vice-Librarian Public Library
BUFFALO, N.Y.

Clement W. Andrews
Librarian John Crerar Library
CHICAGO, ILL.

Arthur E. Bostwick
Librarian Public Library
ST. LOUIS, MO.

The object of the Publishing Board is to secure the preparation and publication of catalogs, indexes and other bibliographic and library aids.

American Library Association

Publishing Board

1 WASHINGTON ST.
PUBLIC LIBRARY BUILDING

OFFICERS

Henry E. Legler, Chairman
Librarian Public Library
CHICAGO, ILL.

Carl B. Roden, Treasurer
Public Library
CHICAGO, ILL.

Chalmers Hadley, Secretary
CHICAGO, ILL.

Chicago, Ill.,

The American Library Institute has requested the Publishing Board of the American Library Association to compile and print facts regarding the various forms of connection between American Public Libraries and their municipalities.

The undersigned is preparing the chapter on Administration for the forthcoming A.L.A.Library Manual, and the Publishing Board purposes to comply with the Institute's request by including in this chapter the data suggested. The chapter, like others of the Manual will be printed separately.

The desired information is not given in library reports and can generally be obtained in no other way than by inquiring directly of the Librarian. Unless the information is available in printed form, you will therefore aid this work greatly by answering the accompanying questions which it is believed have been so framed that the work will require but little time. The blank has been sent to the public libraries listed in Table 22 of Bulletin No.5 (1909) of the U.S.Bureau of Education.

Please return it, when filled, to

Arthur E.Bostwick,
Public Library,
St.Louis, Mo.

DOVER SUDBURY WAYLAND

SUPERINTENDENT OF SCHOOLS
Telephone, Natick 572-M

COCHITUATE, MASS. April 26,1917.

Mr.Francis Shaw,
Wayland,Mass.

Dear Sir :

Mr.Hohn Connelly of Cochituate,representing the Wayland Library Trustees, read me your letter and the one to you from the Free Library Commission relative to our continuing the work in the use of the Library given by Miss Wiggin.

On Tuesday my duties brought me to the inspection of this branch of our work although I have watched it indirectly all the time. I am much pleased with the work as planned and conducted by Miss Wiggin. I feel that such work should be given to all young people. I wish much I could have had such a course.

Miss Jones,representing the Free Library Commission,passed Tuesday morning with us. She tells me that the work is yet in the experimental stage and that the officials are pleased to have criticism from the school administrators in every way that may prove constructive. My contribution is that four lesson are not sufficient to yield the greatest profit. I believe that six or more should be given inorder to clinch the principals and place the students in an independent working atmosphere. Miss Jones favors this for a study at least.

I have therefore planned to accept of your generosity to our schools again and have arranged for two more sessions. I have informed Mr.Connelly of this decision and am pleased to make the decision known to you directly,at the same time

SUPERINTENDENT OF SCHOOLS
Telephone, Natick 572-M

COCHITUATE, MASS.,.....

to express our gratefulness to you for this benefaction.

We are so much pleased with the power given our young people in Wayland by this course and the vision of Library possibilities for usefulness to each individual that I am making plans to have the work started in my other towns another year.

Yours very truly,

Frank H. Benedict

So. Sudbury Jun 21st 1917

To Library Committee Wayland

Through kind of Mr. Young I send 6 6 Vols. of Sudbury Wayland and Maynard which I hope by your kindness will be put in Wayland Library Co-Op at Two dollars each. If favor I shall appreciate and the money will be very acceptable. I have 2 more Vols left.

Respectfully Yours
Miss M. F. Howard
Box 40

The Wayland Library

Dear Sirs:

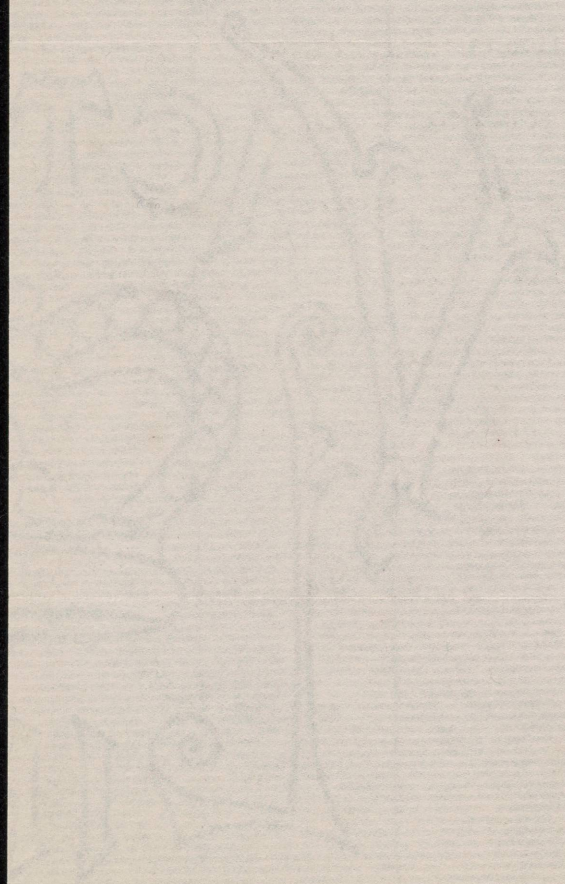
Would you care to have me forward to you "The Journal of the American Medical Association" published weekly - When I shall finished with it! I'm afraid it's liable to come to you irregularly as does the Survey - so please be quite sure I shall understand if you think under these circumstances you do not care for it.

Yours Truly

E. P. Hamlen

37 Chestnut St.

May 25, 15



Wayland Library —

Dear Sirs: —

Would you care for any of the books whose names I have written on the enclosed postal. If you would cross out those not wanted, return postal & I will send you the others.

Yours Truly

E. P. Hamlen

68 Chestnut St.

Mar. 29, '13.

June 11

Con. Gr. Shaw Had. Cut.

Minute - Treas. of Lib. Funds -

June 1 summer hands at Cochit.

Coal

$130 for books -

WALTER B. HENDERSON
EVERETT C. BENTON
THOMAS H. RATIGAN
HERBERT A. KNEELAND
ARTHUR A. LAWSON
LEWIS A. WALLON
CHARLES E. BENTON
G. HAYDEN HENDERSON

JOHN C. PAIGE & CO.
INSURANCE
65 KILBY STREET
BOSTON

TELEPHONE
MAIN 5231

NEW YORK OFFICE
115 BROADWAY

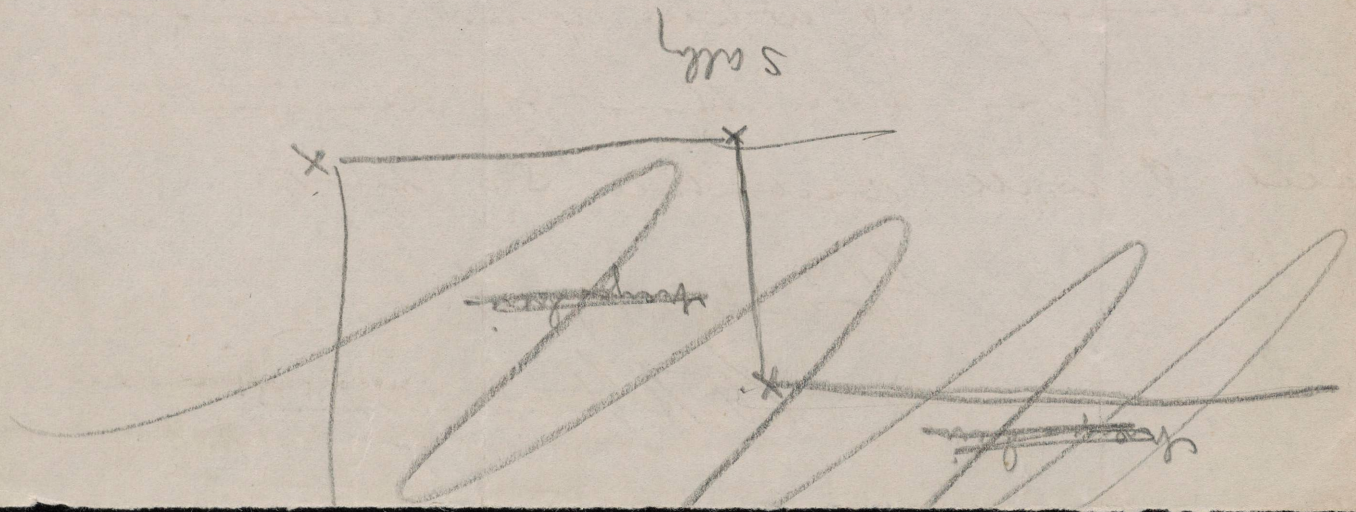
Dear Mr Cutting.

Am enclosing check for $50 for Library. If when your returns are all in. You are short of amount needed I will contribute $50. more.

Yours truly.

W. B. Henderson

16/79/5
80



COPY

M. B. FOSTER ELECTRIC COMPANY,
238 Devonshire St., Boston.

Job No.	Contract No.	Extra No.
6540		

ENTER ORDER AS FOLLOWS:

MEMORANDUM OF WORK TO BE DONE

Architect

Address

Engineer Mr. Crownfield

Address 511 Atlantic Ave.,

Builder

Address

Contract Price $42.50

Percentage To Be None

Percentage Retained None

Final Payment On completion Days

Date, April 28 1917. 19 .

By Whom Ordered Mr. Hadley

How Ordered verbally to Mr. St. Georg

Their Order No.

Bill to Trustees of Wayland Library

Send Bill to Wayland Public "

Owner " " "

Address " Mass.

Building Public Library

Location Wayland, Mass.

This work is to be done on a CONTRACT, TIME and MATERIAL, PERCENTAGE BASIS.

It is to be Started at once Completed quickly and to consist of

Furnishing labor and materials necessary to install two outlets on the beams over the small tables in what is known as tge children's room to be controlled by a switch in the present panel box, and one outlet in the vestibule controlled by switch on vestibule wall.

The work is to be installed using B X flexible steel armoured cable concealed behind plaster if possible or using National metal moulding exposed on the walls & ceilings if it is impracticable to use the concealed construction.

Copy to owner and engineer W St. G.

BOH

WE HAVE ENTERED YOUR ORDER AS ABOVE. IF ANY CORRECTIONS ARE TO BE MADE PLEASE NOTIFY US AT ONCE, OTHERWISE WE SHALL PROCEED WITH THE WORK

LET